V 2.0 - USER GUIDE

UPDATED JAN 2013

Catalyst

Data Collection Platform

DataFinch TECHNOLOGIES

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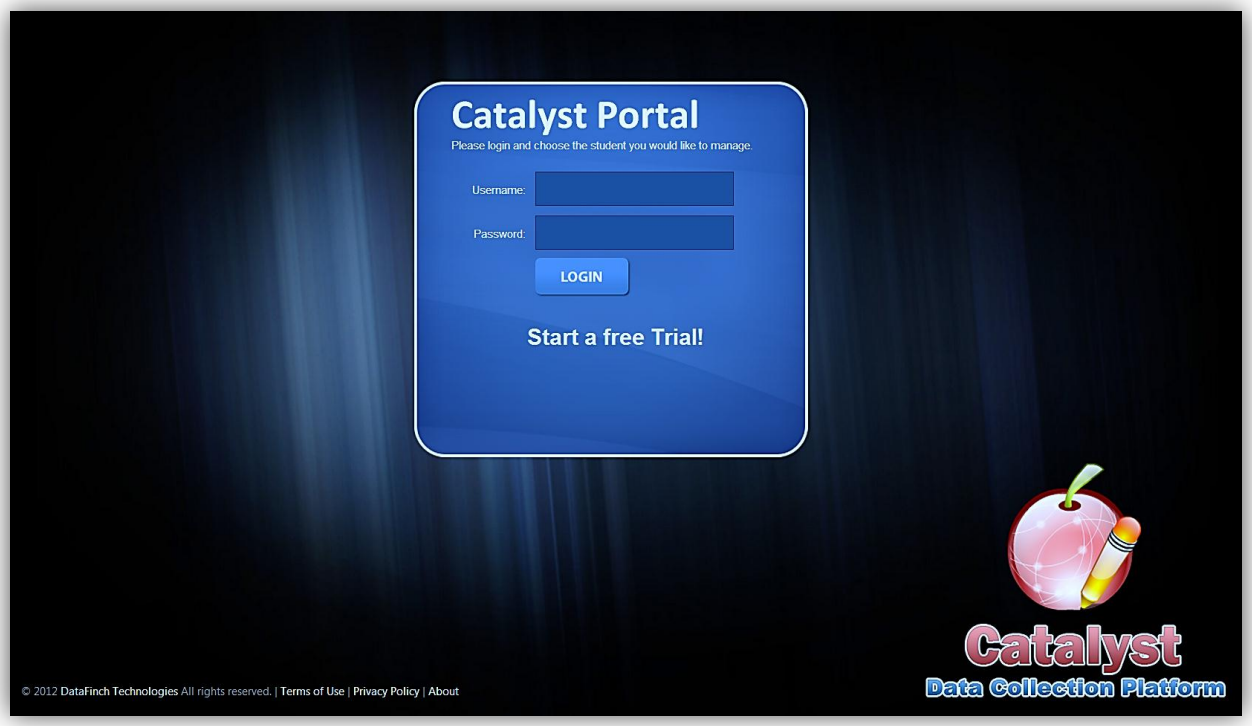
OVERVIEW

The Catalyst Student Portal is the mechanism by which you will set up individual student cases with targets, behaviors, programs and skill areas. You can access the portal at **https://secure.datafinch.com**. Using the Student Portal, you can:

- view and analyze both behavior reduction and skill acquisition graphs;
- generate reports;
- review session notes and video;
- define mastery, maintenance and baseline criteria; and
- create target playlists.

The information contained in the portal will automatically sync regularly with your device, enabling you to collect all of your data on any **iPhone, iPod Touch, iPad or iPad Mini**.

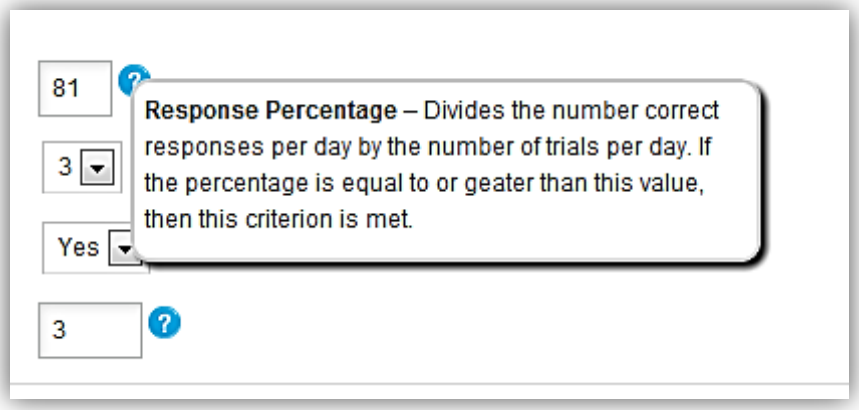


Catalyst Portal login screen

OBTAINING SUPPORT

There are three ways to obtain support for Catalyst. Support requests are used to obtain support from Catalyst on any issue you may encounter during your daily usage. Catalyst support staff will typically respond to your request within 15 minutes, except during periods of unusually high volume, and assist you with the resolution of your issue(s). To submit a new support request, enter your phone number, email address, a subject describing the issue, and a detailed description of the issue. Once a request has been sent successfully, a popup window will appear.

You can create a support request by visiting the support tab, always conveniently located in the top right hand corner, or you can initiate a live chat with a Catalyst support agent by clicking the **Live Chat** link on the bottom of every page. Throughout the portal, blue question marks provide contextual help on various features.

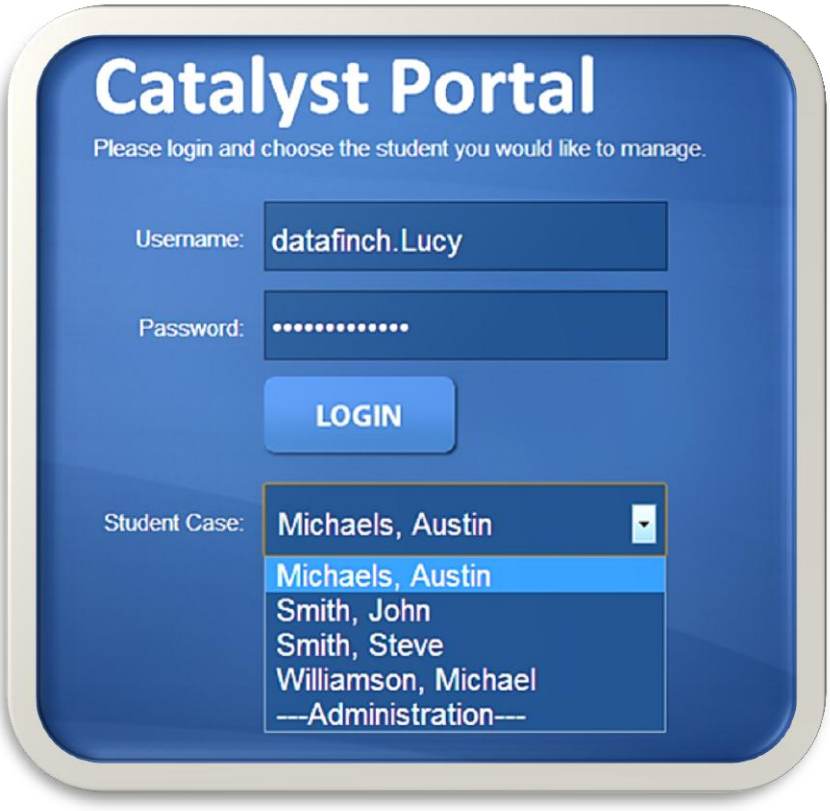


ACCESSING THE PORTAL

If this is the first time you are accessing the portal, you will need to create an account. If you are the administrator of your organization, contact DataFinch Technologies at **support@datafinch.com** to have an account created. If your organization already has an account configured, your administrator will be able to provide you with a username and password to log into the system.

LOGGING IN

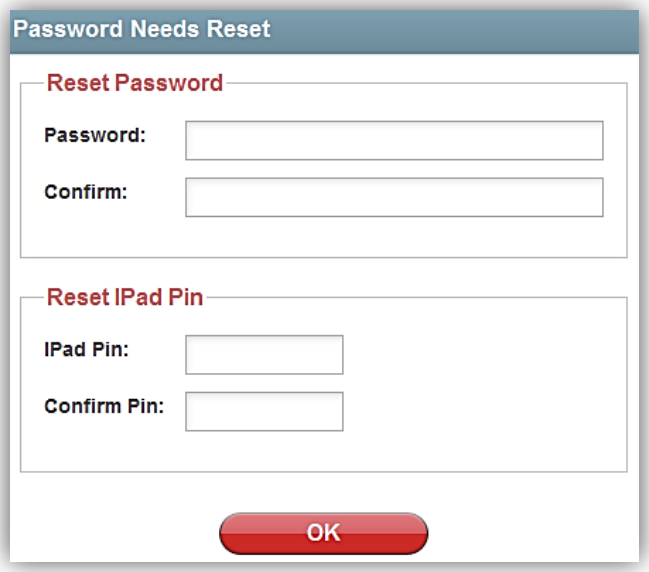
When you visit the Catalyst Student Portal, you will be presented with a login screen. Enter your username and password to gain access to the system. ***If you do not have a username or password, please contact your system administrator and (s)he can create one for you.*** Once you enter your username and password, click **LOGIN** and you will be presented with a dropdown menu containing a list of students in your organization, as well as an **Administration** option. To access an existing student account, choose the student from the drop-down list and click the **continue** button. To create a new student account or administer the organization (such as add users, view billing information or configure various settings), choose the **Administration** option and click the **continue** button.



> ***Note about Usernames -*** *Your username in Catalyst is composed of your organization's username prefix followed by a period (.) and your unique name. Example: "**datafinch.Lucy**" (**datafinch** is the organization's prefix, and **Lucy** is the specific username)*

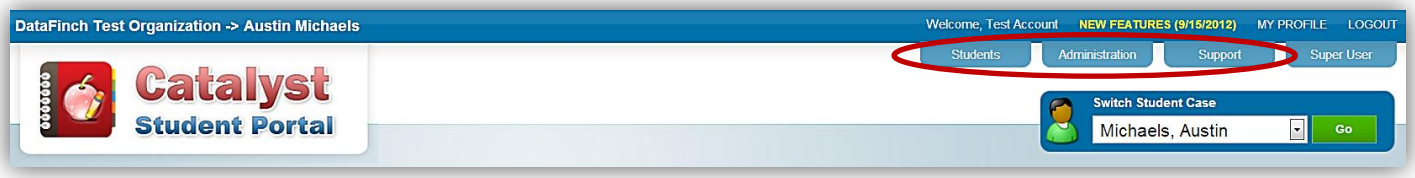
CHANGING YOUR PASSWORD

The first time you log in, or if your administrator resets your password, you may be presented with the password reset page. On this page you will need to choose a new password as well as a PIN number to use on the device. PIN numbers must be 6 digits and unique within the organization.



NAVIGATING THE PORTAL

The student portal has been designed for quick and easy navigation. In the top-right corner of the screen, there are three tabs that allow you to move to and from your **student cases**, **administration** and **support** with ease.



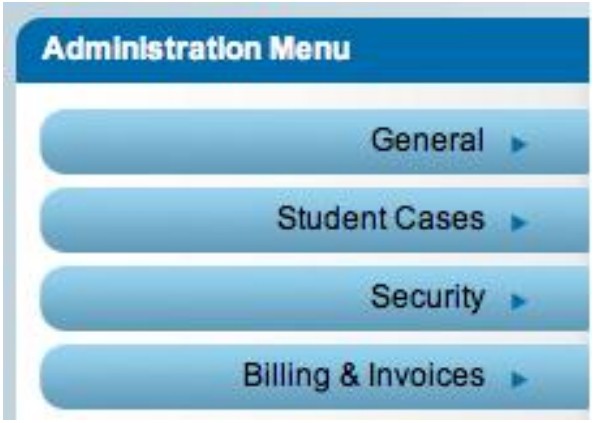
The **Switch Student Case** drop-down menu allows you to view and manage each student individually. Once a student is selected (either in the dropdown at the top right, or from the login screen), you'll see that the portal is organized into the following sub-navigation: **Overview** of student progress, **Skill Acquisition**, **Behavior Reduction**, **Analysis & Reporting**, **Data Entry**, and **Setup**. Most of the work you will generally do on a daily basis, such as graphing, opening targets, viewing progress, etc. will be done in the **student case** area.

The **Administration** tab allows you to administer your organization by configuring users, groups, creating students and configuring various organization-specific settings. Administration is further broken down into sub-sections for easy navigation.

The **Support** tab allows you to download documentation, create a support request, and view training videos.

ADMINISTRATION

Once you log in for the first time, you may find the need to administer various options in Catalyst. Provided your user account has the required privileges, you can access the administration section in one of two ways. On the login page, you can choose the **--Administration--** link instead of choosing a student. Alternatively, once fully logged in, you can access the administration section by choosing the **Administration** tab in the top right corner of the screen. Once in the Administration section, you can navigate various sub-sections using the blue menu on the left hand side.

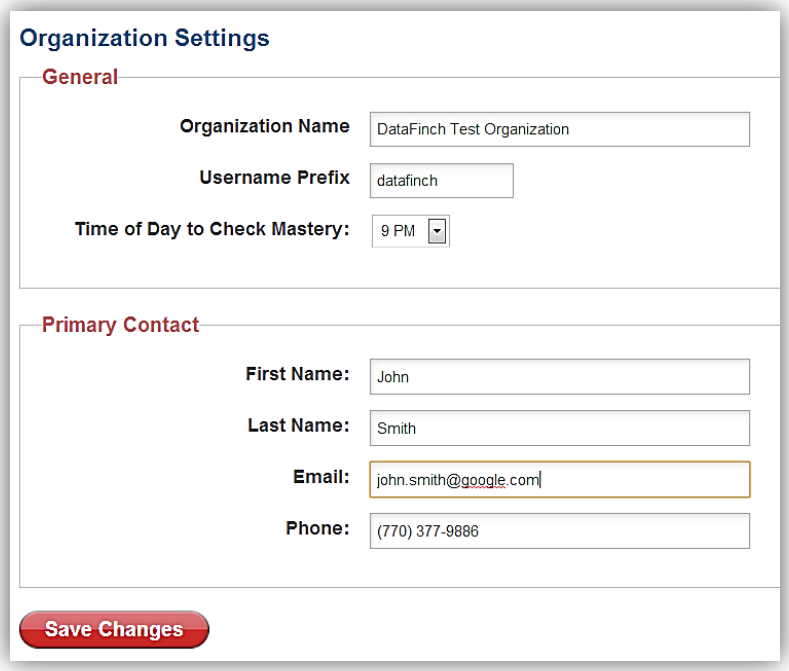


GENERAL SETTINGS

Under the general header, you will find four different sections, which allows you to administer your organization's settings.

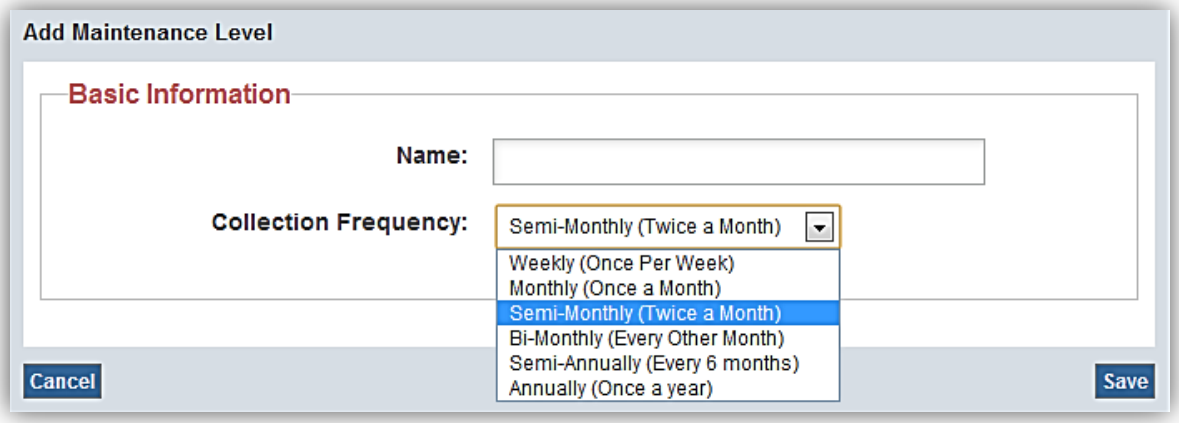
ORGANIZATION SETTINGS

Here you can change the name of your organization, and specify the primary contact information (this is the information DataFinch will use to contact your organization for various billing and account issues). The username prefix cannot be changed and is the abbreviation that will be used in combination with each username to log in. (If you would like this to be changed, please complete a support request.) From this screen, you can also set the time of day in which the system checks for mastery.



CONFIGURING MAINTENANCE LEVELS

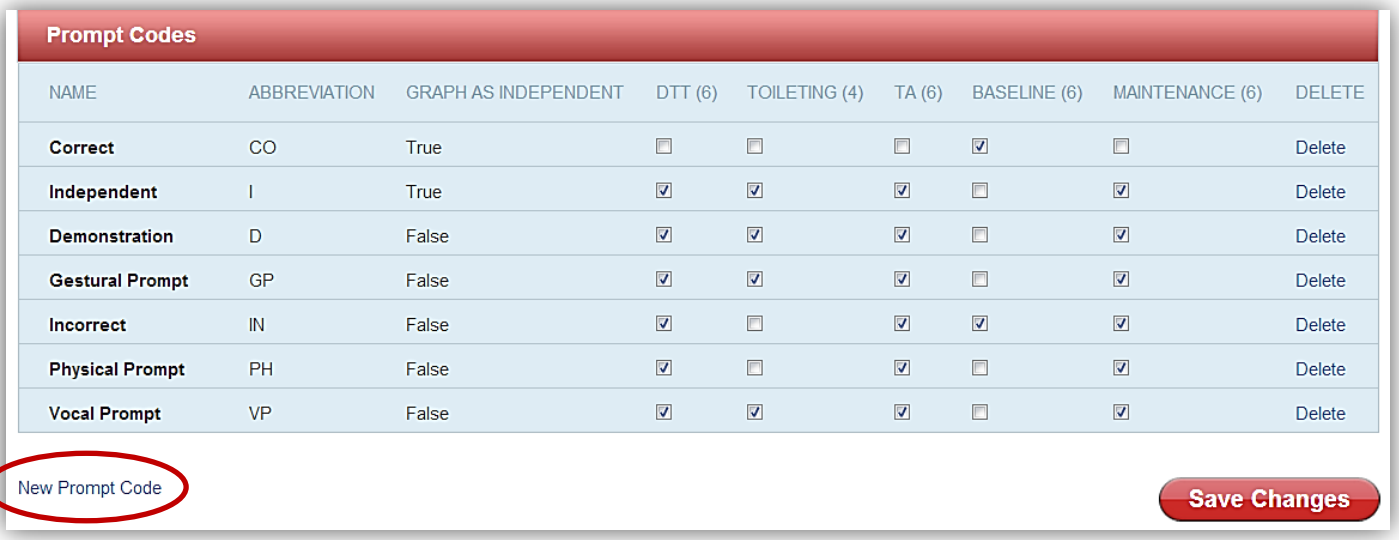
Maintenance levels are used to specify how often targets are revisited, or "probed," once they have reached mastery criteria. You can have any number of maintenance levels, each with its own prompting interval. These levels will then be used for EACH student. To add a new maintenance level, click the **New Maintenance Level** link.

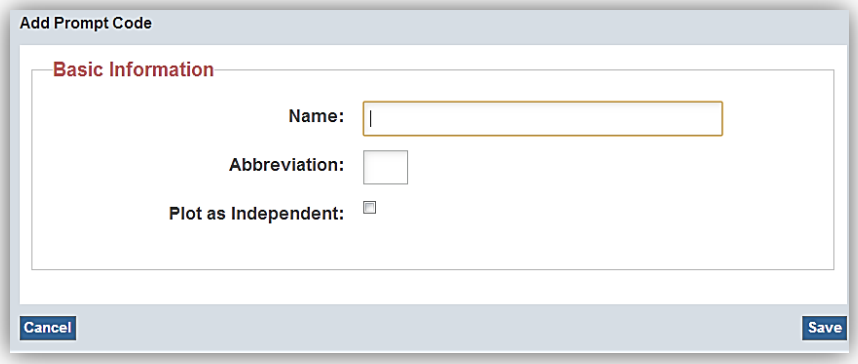


Choose a name for the level and specify a collection frequency. When complete, clicking **Save** will create the new maintenance level in the system.

PROMPT CODES

You can adjust and control your prompt codes from this section. You can customize your own prompt codes by clicking "new prompt code" at the bottom of the screen, and choosing an appropriate name (such as Model Prompt), abbreviation (such as MO), and deciding if this prompt will be scored as an independent (correct) response.



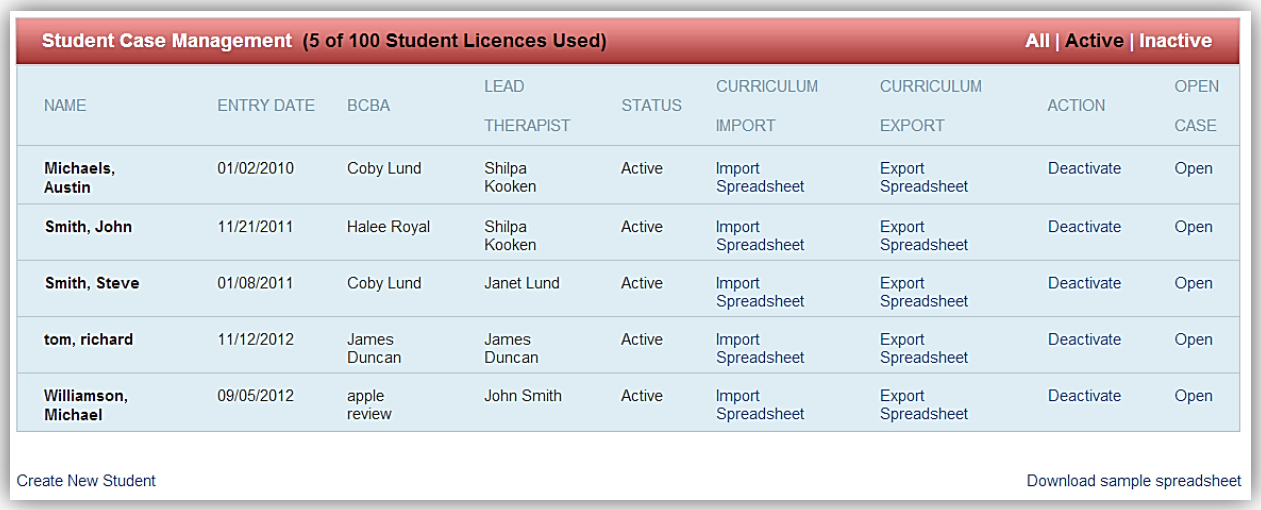


VIEWING REGISTERED DEVICES

This section identifies all the devices that your organization has registered and their current version(s). You can use this function to ensure there are no unauthorized devices on your system, as well as ensuring all are continuously up to date. At the top of the list, you will find the current version of Catalyst that has been officially released in the Apple App Store.

STUDENT CASES

The student case section allows you to manage all the students in your system, as well as add new students. When you enter this section, you will see a list of all your students. A filter in the top right corner allows you to see active students, inactive students, or all students. The top left portion of the table depicts your current license count. If you are above your license count, you can visit the billing section to add additional student licenses.



To create a new student in the system, click the **Create New Student** link and you will be presented with the new student wizard. This is a sequence of 4 screens that guides you through setting up demographics, as well as mastery and baseline criteria for that student.

Choosing "open" from this screen will take you directly to that student's program. You can also deactivate students and they will no longer appear on the app or in the portal, but all data are stored and accessible on the system.

From the student case management page, you can also upload student curriculum spreadsheets, which allow users to mass-import target and program data into the portal from an Excel file. Simply click **Download Sample Spreadsheet** for a template, fill out each cell provided, and then click **Import Spreadsheet** next to the name of the relevant student. If you wish to import the same information for more than one student, you will still need to import the spreadsheet beside each student's name. To copy a current student's program, choose **Export Spreadsheet**, and save. This way, you can import that spreadsheet to other students you wish to have the same curriculum.

Skill Area	Program	Target	Target Type (DTT, TA, JUMP, DURATION, FREQUENCY)	Duration in Seconds	SD
Receptive	Community Helpers	Policeman	DTT		Where is the policeman?
Receptive	Community Helpers	Fireman	DTT		Where is the fireman?
Schoolwork	Homework	Study for 5 min	DURATION	300	Time to study!
Chores	Home Chores	Brush Teeth	TA		Time to brush our teeth!

Preview of sample spreadsheet

SECURITY

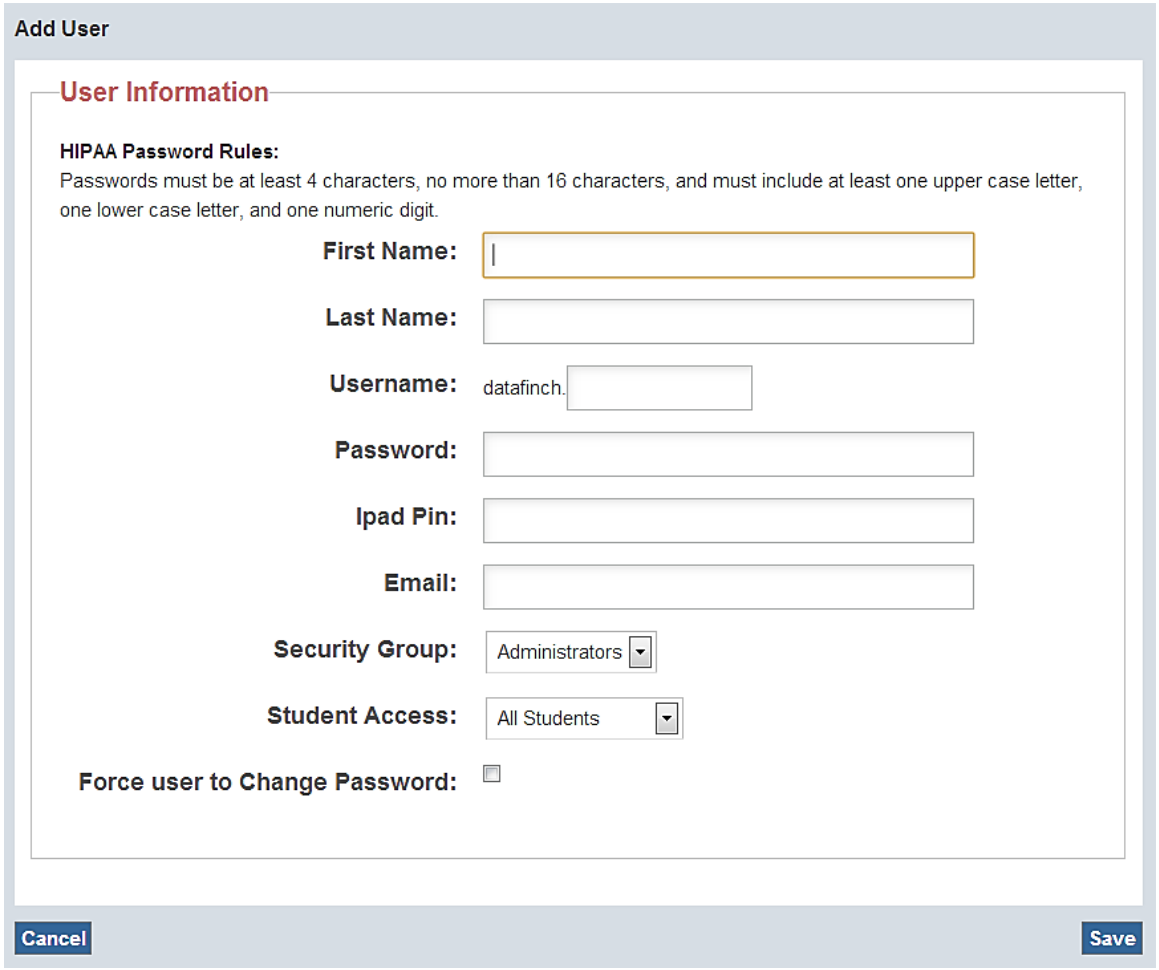
Catalyst is a cloud-based data collection system that is **fully compliant with the Health Insurance Portability and Accountability Act (HIPAA)**. Catalyst's comprehensive and robust devotion to information protection allows administrators to create security groups with almost any combination of access restrictions. Almost any action in Catalyst can be allowed or denied based on a user's assignment to a specified group.

USER MANAGEMENT

Each person who needs access to Catalyst will need a user account created for him/her. When you enter the **User Management** section, you will be presented with a list of users. Just like student cases, you can filter users by active, inactive or all.

To **reset the password** for an already-created user, click the reset password link for that user. This will generate a temporary password and send an email, explaining the reset procedures. The user must log into the portal, and he/she will be prompted at the login screen to reset his/her password to one that is in accordance to HIPAA password regulations.

To create a **new user**, click the **Create New User** link and you will be presented with a popup window. In this window, you will need to enter the user's demographic information, as well as a username, password and iPad pin. From this page, you can also define which students this user can access. Users can have access to all students, or specific students. If you choose **Specific Students**, you will see a selection box containing all the active students in the system. To assign this user to more than one student, select each while holding the control key.



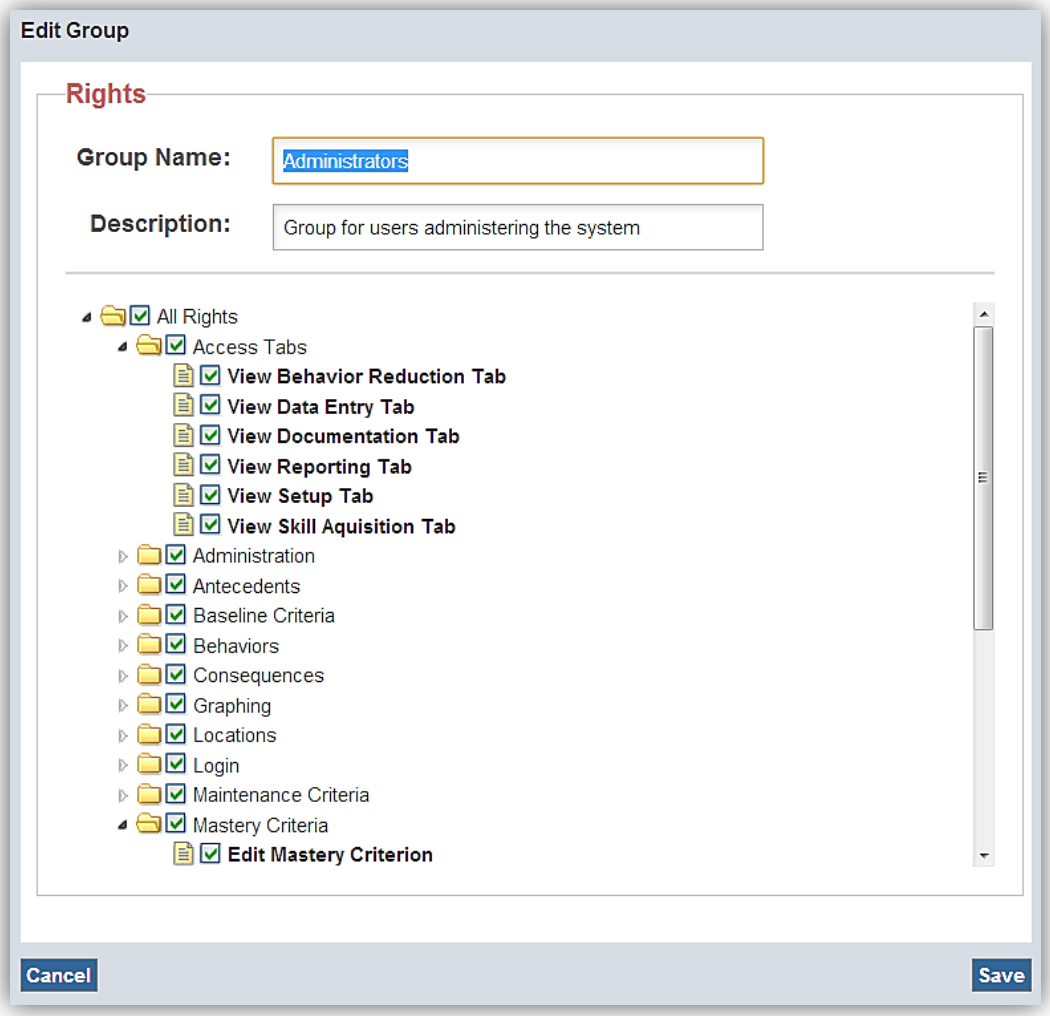
Fill out all the required information, and choose a default group to assign the user. (The default group can be changed once the user has been created if needed.) To require the user to change his/her password upon the first login, select the check box stating, Force user to change password.

GROUP MANAGEMENT

Security groups are used to create logical groupings of users based on which rights you, as the administrator, wish to control. Catalyst offers over 100 different rights so users can do as little or as much as you deem necessary.

> ***Note:*** *Catalyst will automatically choose the most lenient rights when a user is assigned to two or more groups. For example, if a user is assigned to the administrators group, which has access to everything, and a parents group, which has limited access, that user will have all the rights of the administrator's group.*

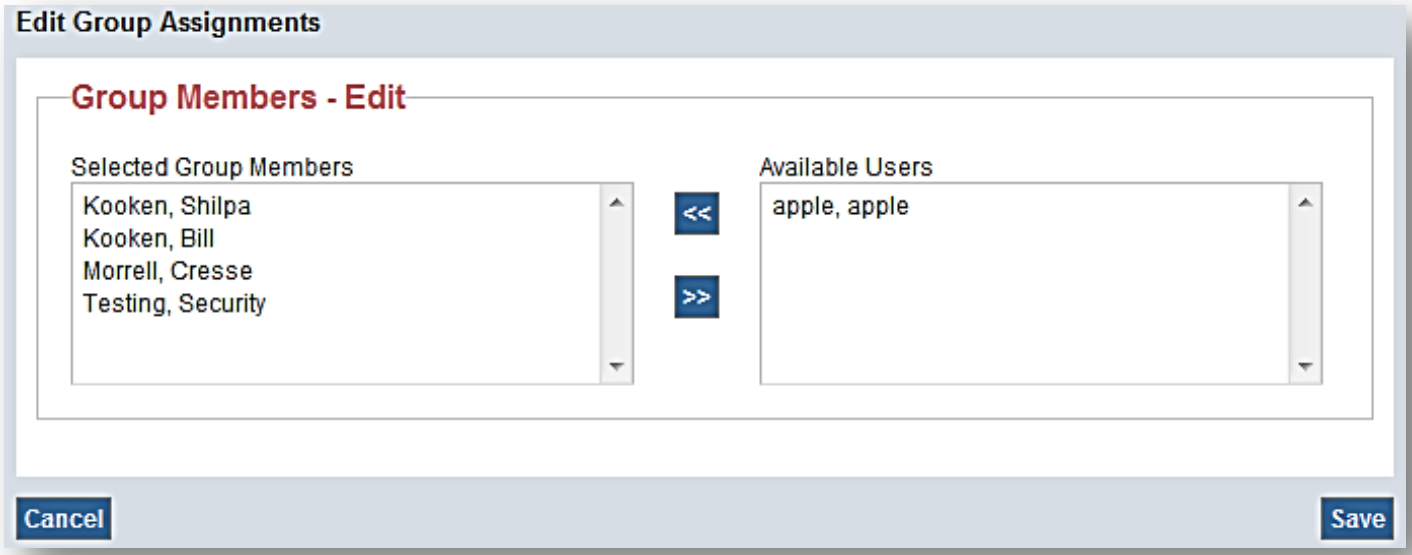
Creating and **editing a group** are very similar. To create a new group, click the create group link; or to edit a group, click the existing group's name and a popup window will appear. Type in the name of the group, a description and then use the check boxes to select rights that all members of this group will have. Click the **save** button to save changes.



To delete a group, click **delete** for the specified group. A confirmation window will appear.

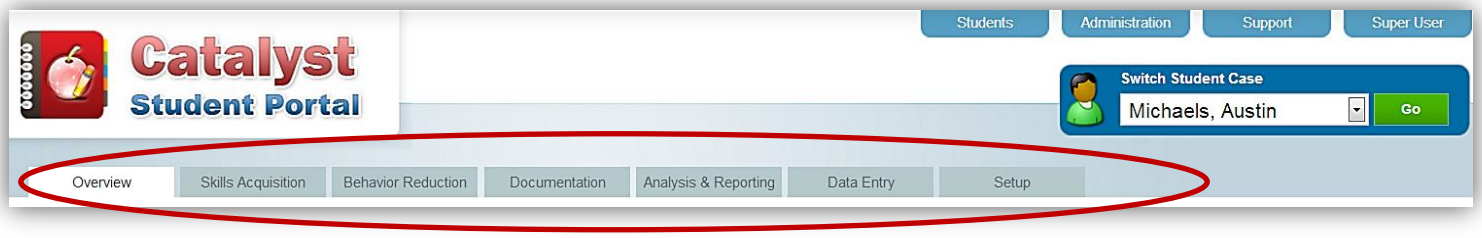
> ***Note:*** *Once a group is deleted, it is deleted permanently and any members in that group will need to be re-assigned to another group in order to access the system.*

To edit members belonging to a group, click on **edit members**. A popup window will appear with two boxes. The box on the left contains users assigned to the group, and the box on the right contains all available users. Highlight users and click the blue arrows to change group membership. Click the **save** button to save changes.



MANAGING A STUDENT

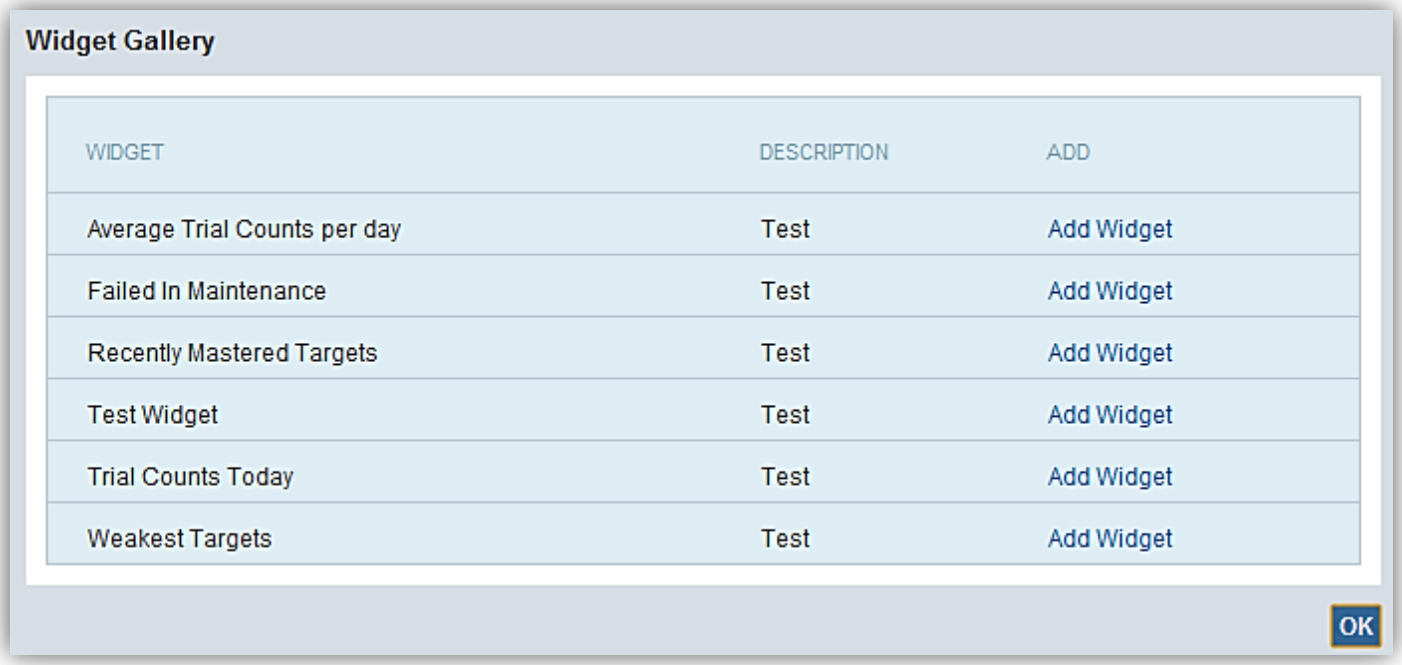
On the **Students** page, you will find seven tabs (**Overview**, **Skill Acquisition**, **Behavior Reduction**, **Documentation**, **Analysis & Reporting**, **Data Entry**, and **Setup**). On the **Skill Acquisition** tab, you can add skill areas, programs, and targets. The **Behavior Reduction** tab allows you to enter information for event, duration and frequency data collection as well as functional assessment data for inappropriate behaviors. The **Documentation** tab allows you to view session notes, videos, and even upload documents to be accessible in the app during session. The **Analysis & Reporting** tab allows you to search for targets, export data, and derive reports. The **Data Entry** tab allows you to manually enter trials and behaviors for a specific student without using the iPad. The **Setup** tab allows you to enter demographic information for the student and configure the student's individualized baseline, mastery, and maintenance criteria.



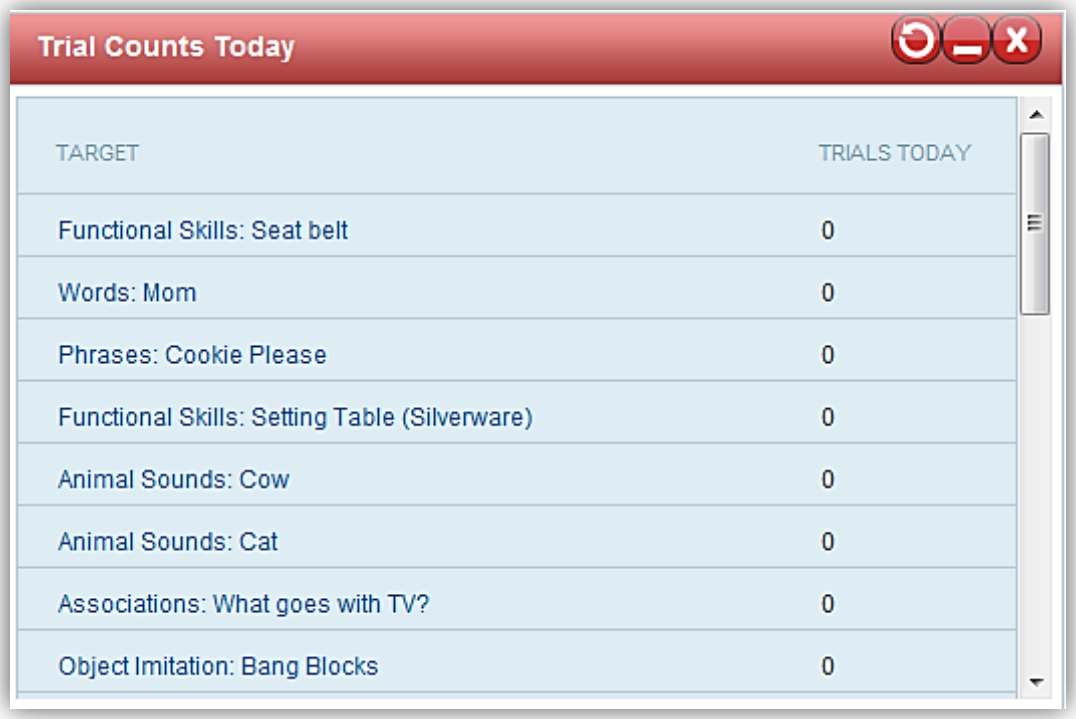
DAILY OVERVIEW

The daily overview is the first screen you see when you log in, and it has the ability to house various widgets that display real-time information about a student's daily progress.

Adding a Widget – To add a widget, click the **Add Widget** link and you will be presented with a pop-up window containing a list of each widget that Catalyst currently offers.



To add a widget, click **Add Widget** for any widgets you would like to add. Once complete, you can click the **OK** button to close the window. Each widget can be minimized, moved, deleted or refreshed. By hovering over the red title bar, you can access the various options as needed.

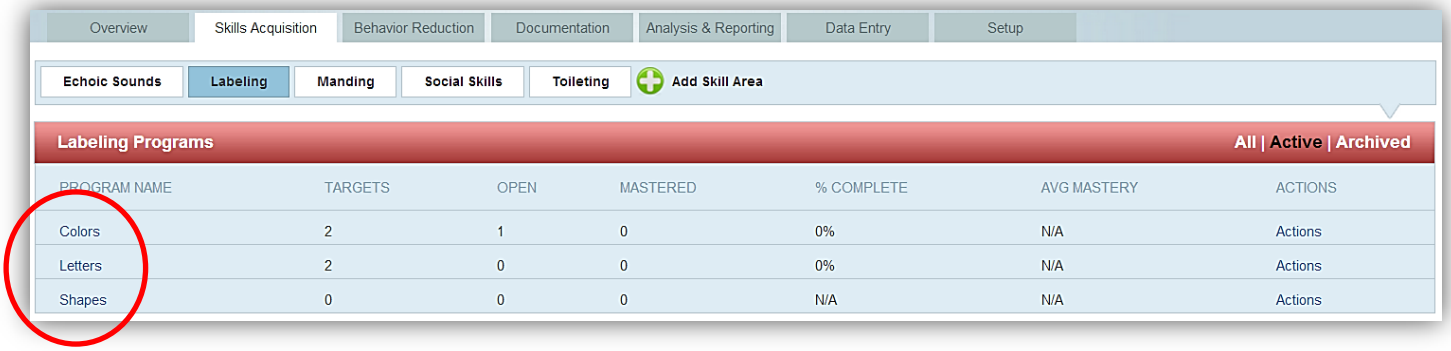


> ***Note:*** *Catalyst is constantly updated, and the widget gallery is growing. Make sure to check back often, and look for new widgets. If you have an idea for a widget, enter a support ticket and tell us about it!*

SKILL ACQUISITION

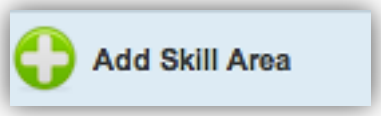
All behaviors selected for improvement are entered under the **Skill Acquisition** tab. In Catalyst, there are three levels of **Skill Acquisition**: Skill Areas, Programs, and Targets. **Skill Areas** or domains are the first set of tabs and are considered the most broad categories of skills. These skill areas could be categorized by behavior operants (e.g., mands, tacts, echoics, etc.), curriculum area (e.g., play and leisure, self-help, following classroom routines, ABLLS-R© skill area, VB-MAPP© skill area, etc.), or by goal area (e.g., Reading, Math, Speech, Occupational Therapy, etc.). Within each **Skill Area**, there are further divisions entitled **Programs**.

Programs are individual skills within the larger Skill Area. For example, in the picture below, under the Skill Area of "Labeling" there are three programs: Colors, Letters, and Shapes. You can see that within the Colors program, there are 2 **targets** (items available for treatment). Clicking on the blue program names will grant you access to the targets contained within that program (see below for more information on **targets**).



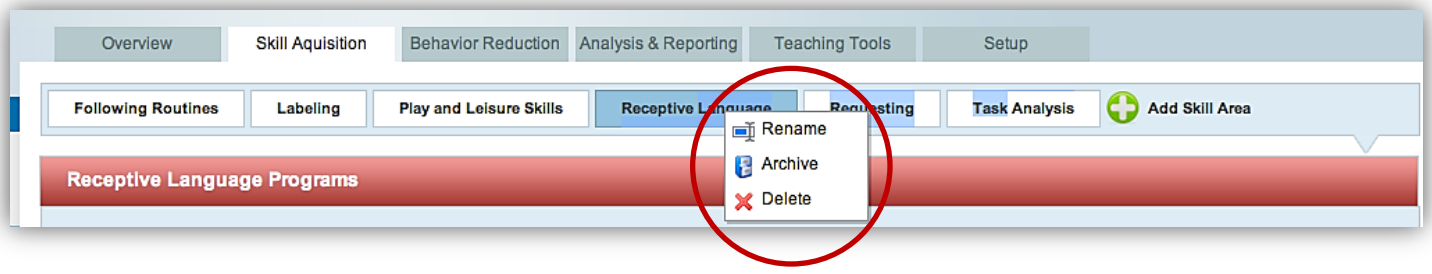
CREATING SKILL AREAS

Once in the **Skill Acquisition** section, you'll need to add at least one Skill Area. To add a Skill Area, click the **Add Skill Area** button at the top of the page.



Type the desired name of the Skill Area in the text box.

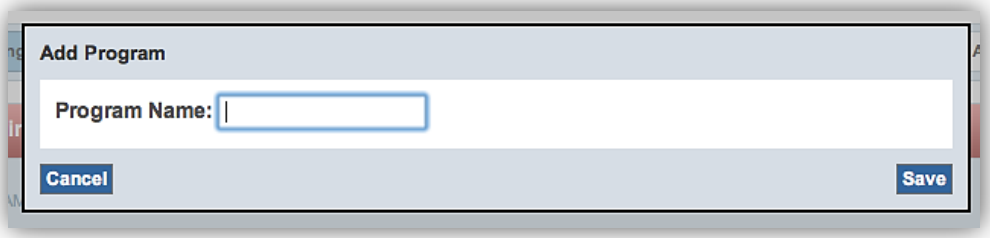
Existing Skill Areas can be **renamed**, **deleted**, or **archived** by right-clicking on the Skill Area tab and choosing the desired action from the pop up menu.



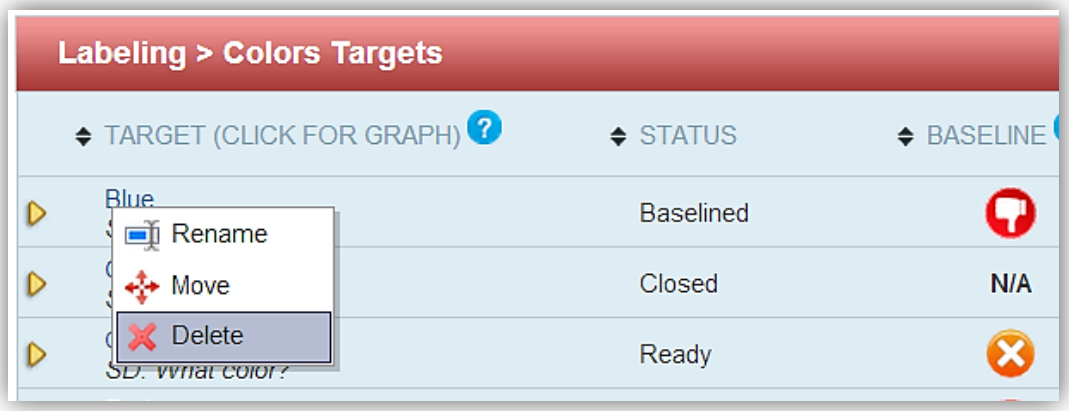
CREATING PROGRAMS

Once a Skill Area has been created, it will need at least one Program and one Target. To add a new Program to a Skill Area, select the desired Skill Area tab and click the **Create New Program** button.

In the window, type the desired name of the Program and click the **Save** button.

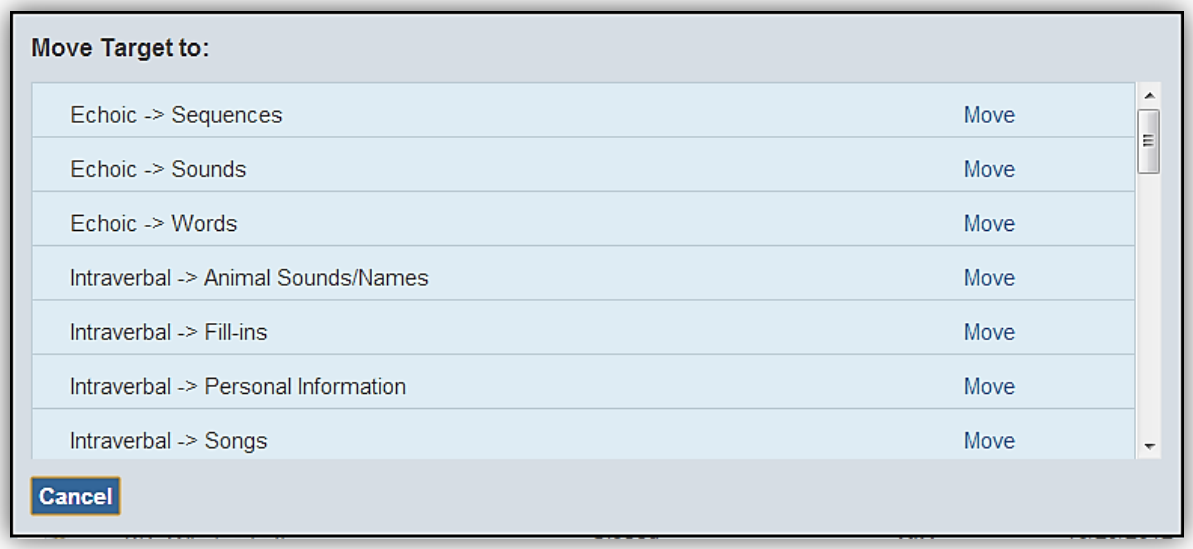


Programs, like Skill Areas, can be **deleted** and/or **renamed** by right-clicking on the desired program and choosing an action to perform.



*NOTE: DELETING A SKILL AREA OR PROGRAM WILL DELETE **ALL** TARGETS WITHIN. USE WITH CAUTION.*

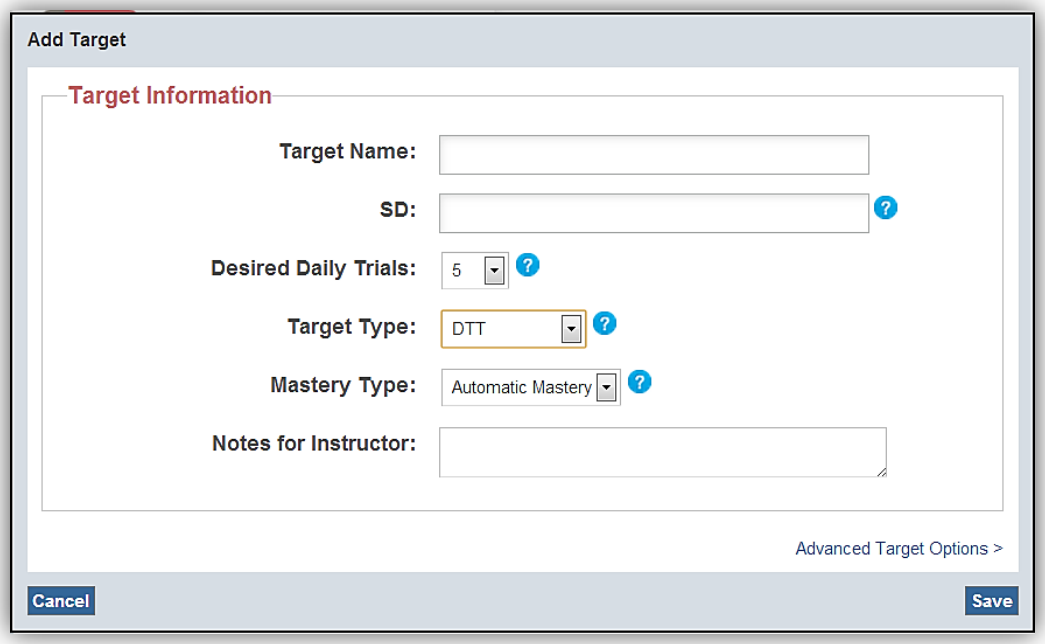
In addition, programs (as well as targets) can be **moved** and reorganized as needed. Once **move** is clicked a popup window will be presented. Choose the desired skill area to place the program, and select **move** again.



TARGETS

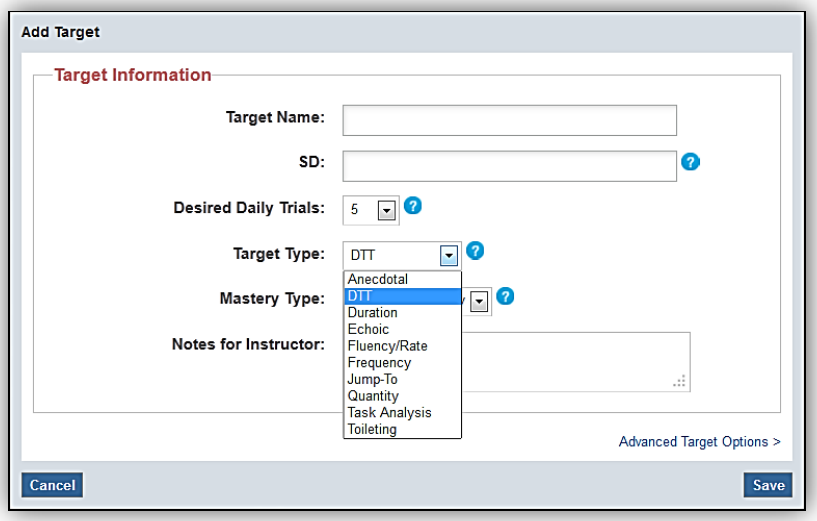
A **Target** is a specific behavior that has been identified (or "targeted") for improvement within a program and skill area.

To create a new target, select the desired program and choose the **Create Target** link at the bottom of the page. The **Add Target** window will appear with fields to define the specific target.



- **Target Name** – Enter the name of the target (e.g., red, yellow, circle, cat)
- **S^D** – Enter the instruction that should be given to the student during teaching sessions (e.g., "Touch red.", "What color?", "What animal says meow?").
- **Target Type** – (See Below for explanation of each) Select DTT, Task Analysis, Jump-to, Frequency, Duration, Toileting, Echoic, Quantity, Fluency/Rate, or Anecdotal. For some of these options, the screen

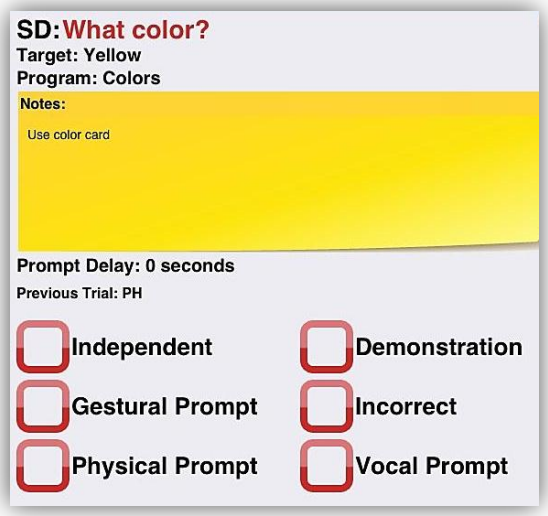
will change to reflect your choice. For example, should you choose a duration target; you will be provided with a drop-down menu to set your preferred duration in minutes and seconds.



*NOTE: Once a target type is set, its value **cannot** be altered. Only DTT and Jump-To targets can be interchanged, as their differences only affect the placement of the target in the app – not the data itself.*

Catalyst supports several different target types.

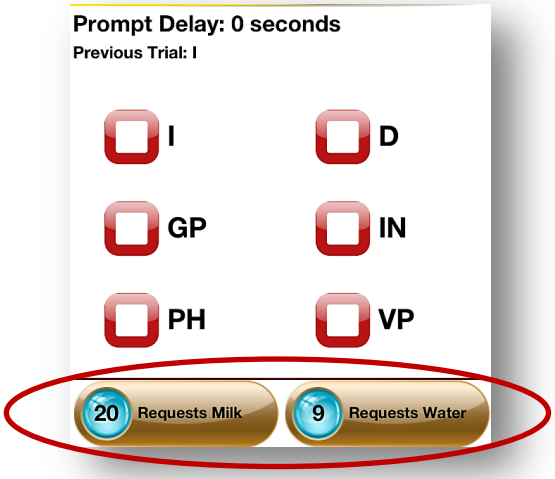
- **Discrete Trials** – A discrete trial target (DTT) uses prompt codes to measure a student's response to a specific S^D (instruction). These trials are performed in a DTT "session", a correct response will allow the user to move to the next target, and an incorrect response will issue a correction trial by default. (You can customize your correction trials and other DTT settings on your Setup tab under **Student Settings**).



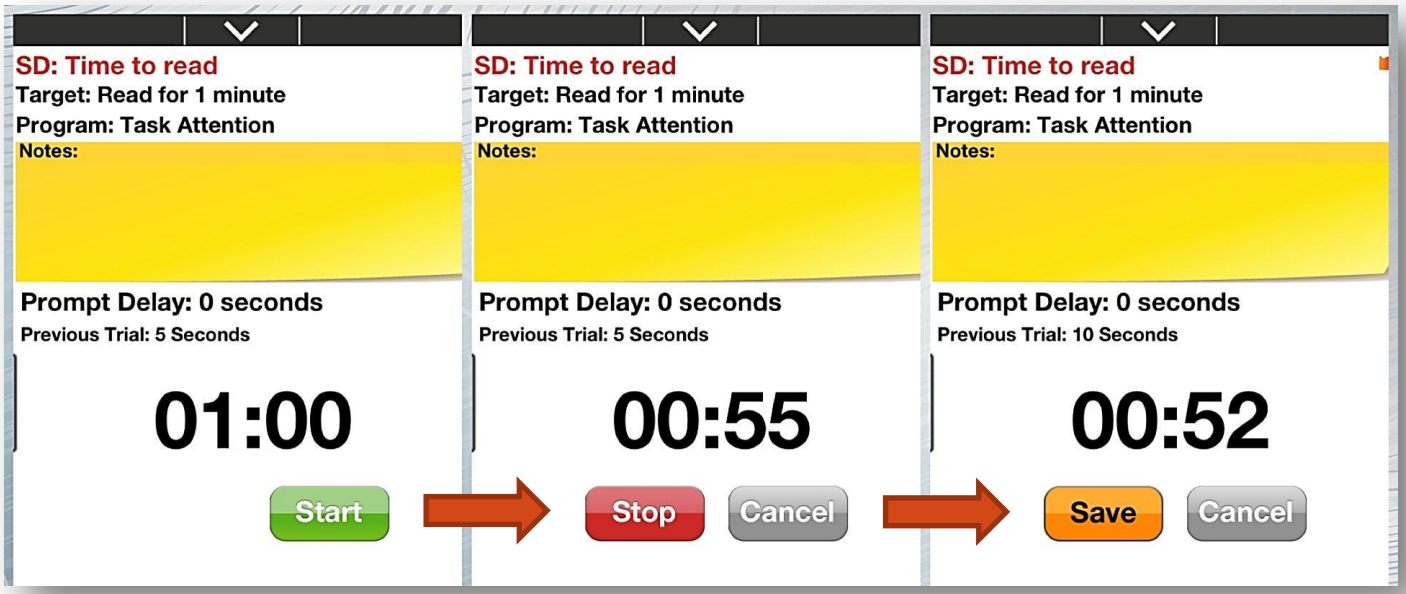
- **Task Analysis** – A task analysis (**TA**) target is a single target comprised of several ordered behaviors or steps. Data can be collected on each individual step and is graphed as a percentage of total steps for the specific trial. You can customize your **TA** setting so that each step is either a pass/fail item, *or* you can record the prompt level needed to elicit the correct response for each step.

- **Jump-To** – A jump-to item is a target type that is unique to Catalyst's collection system. This categorization is used for incidental targets that you would not want to surface in a DTT session automatically (e.g., standing in line before recess, initiating peer conversation, and requesting to swing when on the playground).

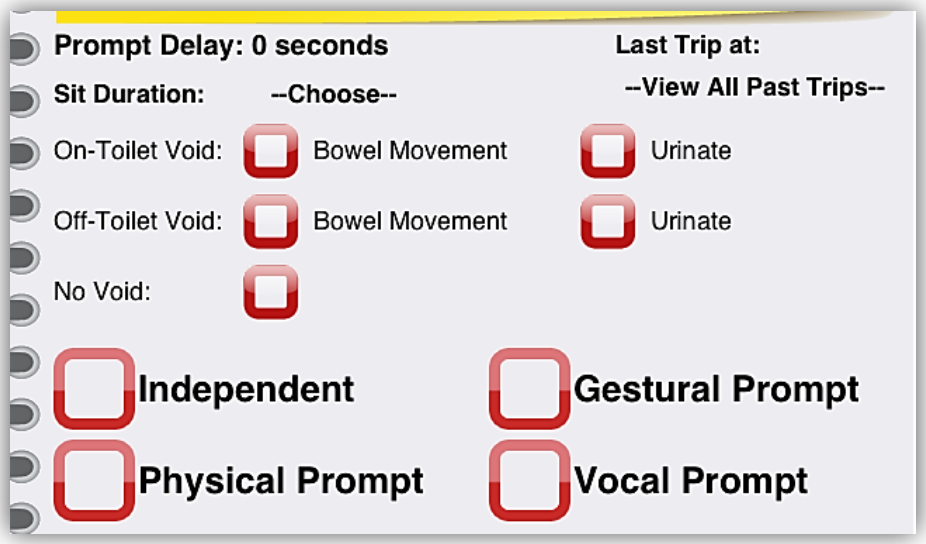
- **Frequency** – A frequency target is used to record the frequency or number of times a specific target occurs. These targets are visible on the bottom of your device during all data collection sessions and will tally each response throughout the day until midnight when the data collection interval will be reset.



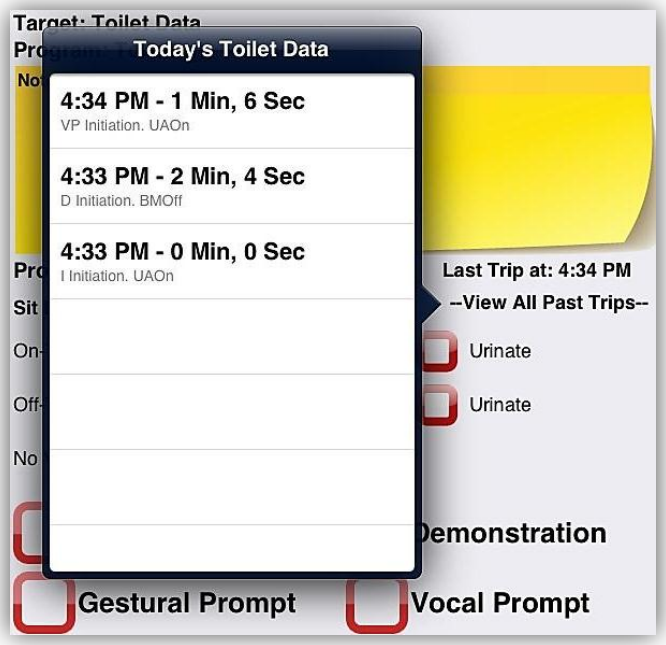
- **Duration** – Duration targets are used to record a time interval for a specific action. When creating a duration target, users can specify a target time period. Once the duration timer on the device reaches that goal, the timer begins to count upward and a notification will be displayed. Data is collected on the entire duration recorded, and is graphed showing the *average* duration for the day, as well as the *total* duration.



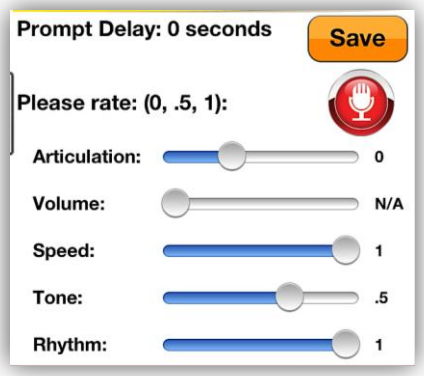
- **Toileting** – Toileting targets are used when implementing a toilet-training program. Use this target to capture sit duration, type of void, accidents and initiations in one place.



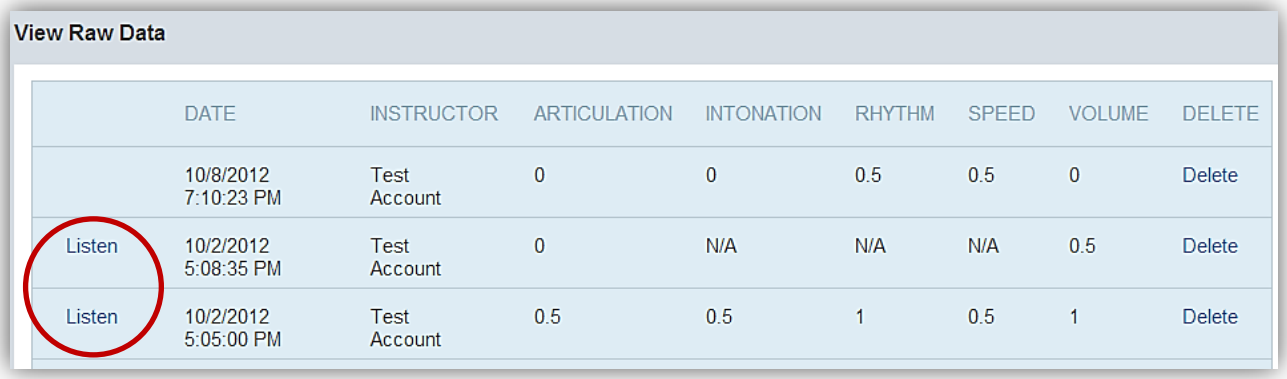
You can even view data from past toileting trips scored on the same device, by selecting View All Past Trips.



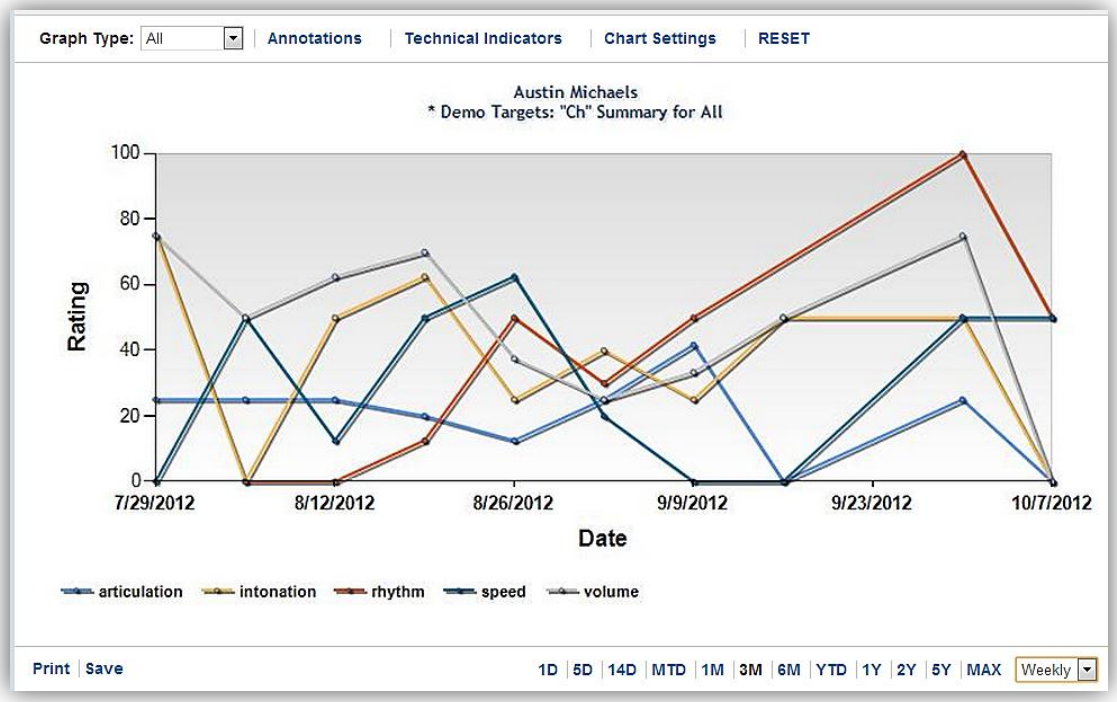
- **Echoic** – Echoic targets are for recording data on measurements of prosody. Users can rate characteristics of speech targets, including: Articulation, Volume, Speed, Tone, and Rhythm, for any specific echoic sound, word, or phrase. You can rate student responses as a 0, .5, 1, or N/A across each of these dimensions. You can also collect and store audio recordings of students' echoic responses. Sounds can be recorded on the device and synced to the portal.



Stored sounds can be accessed in the Raw Data section for Echoic Targets, by clicking "listen."



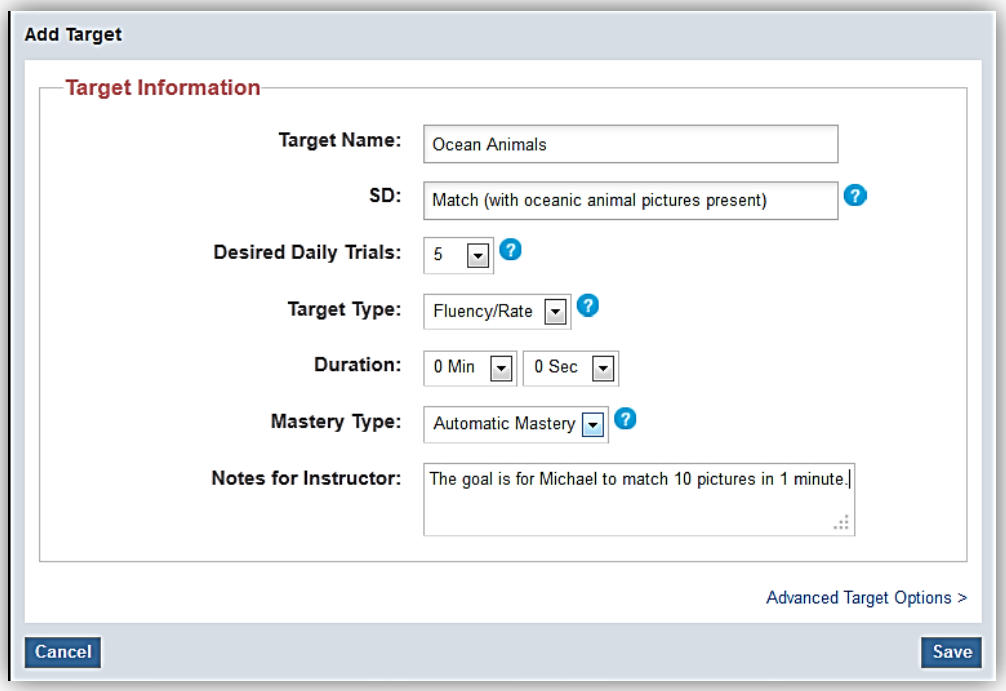
By default, when viewing the graphs for echoic targets, the data paths for each scoring dimension will be displayed on the same graph.



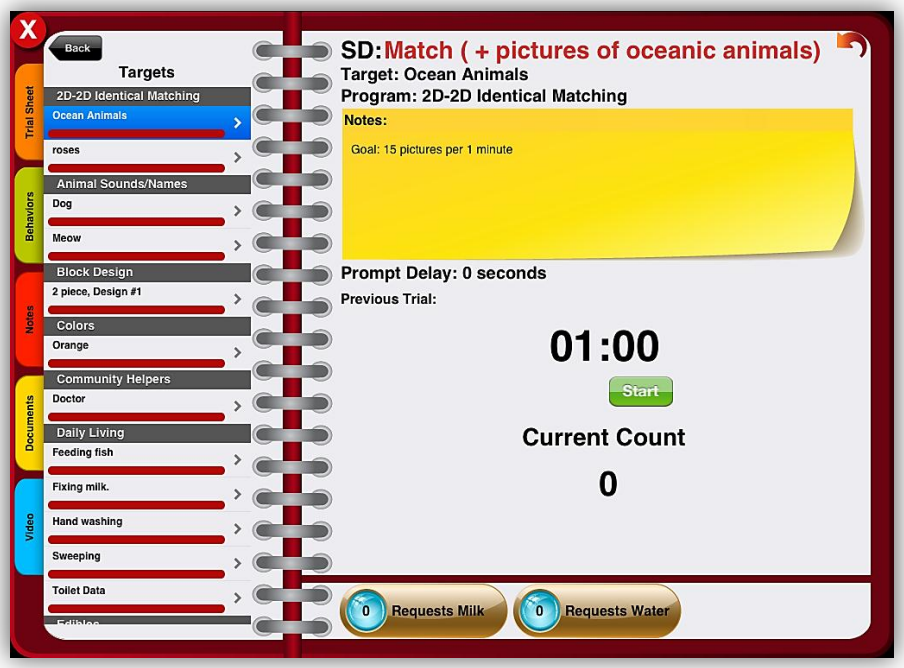
You can separate the data, and view the dimensions on different graphs by clicking the drop-down menu beside Graph Type, and choosing your desired measurement.

- **Fluency/Rate** – Fluency (or Rate) targets allow users the ability to gather data that can be graphed as a rate.

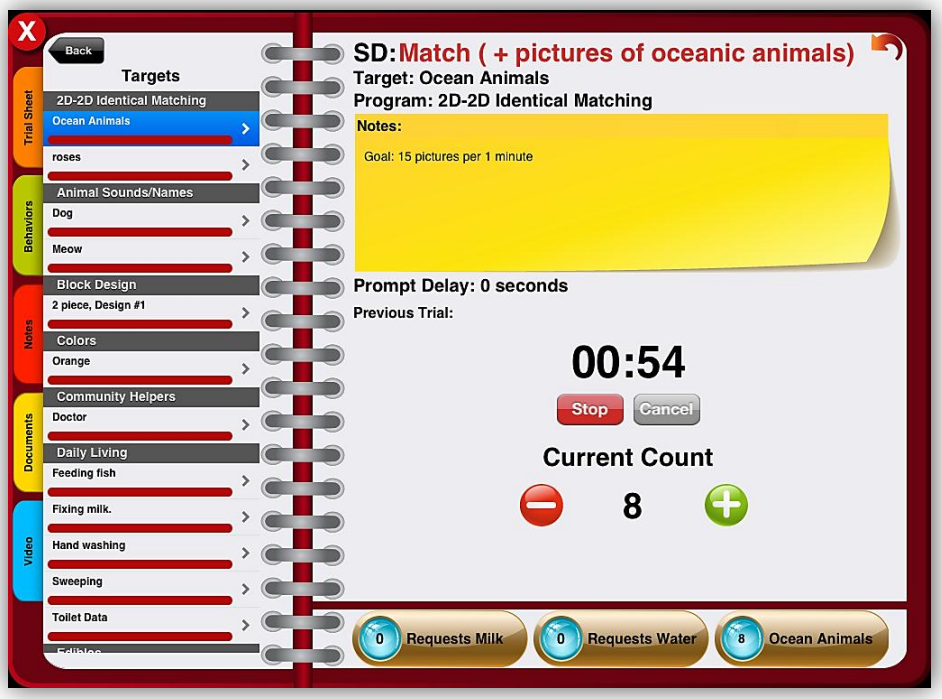
From the portal, you can set the amount of time for which you'd like to take data on the item, and other parameters.



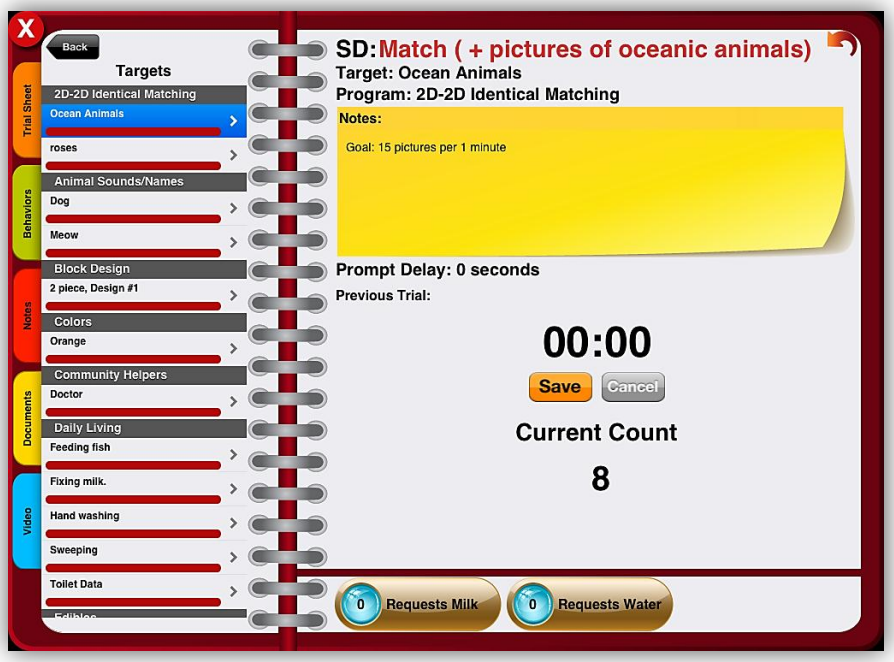
From the app, you can start the timer by touching the green Start button.



A counter will appear, which allows you to tally behaviors during the interval. Press the green "+" to increase your total, and the red "–" to decrease your total.

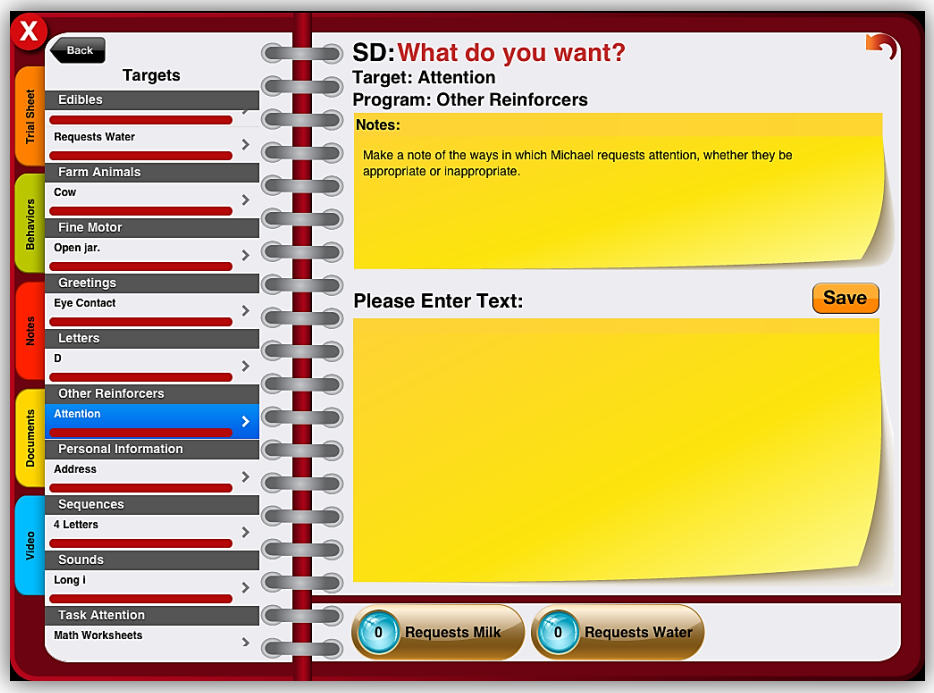


You may stop the timer at any point by choosing Stop.

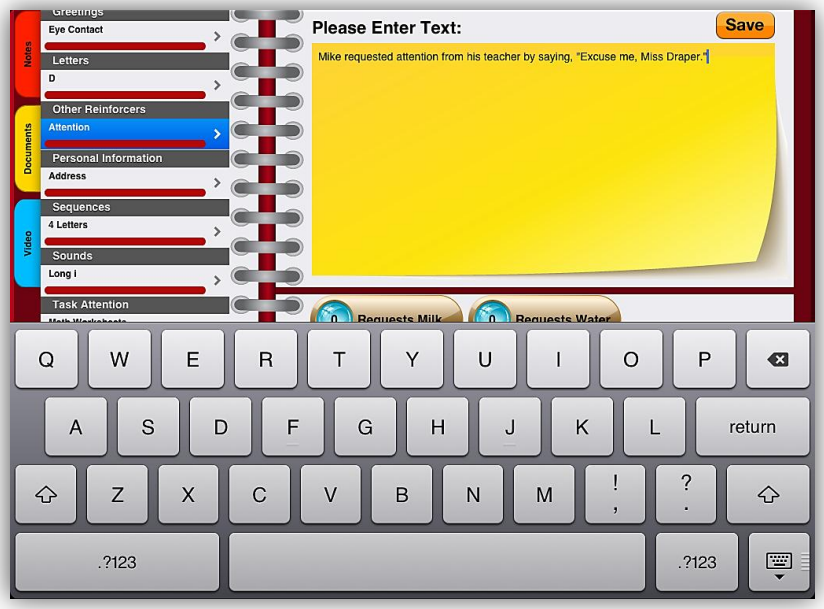


Press Save to send your data to the server, and Cancel to discard the data.

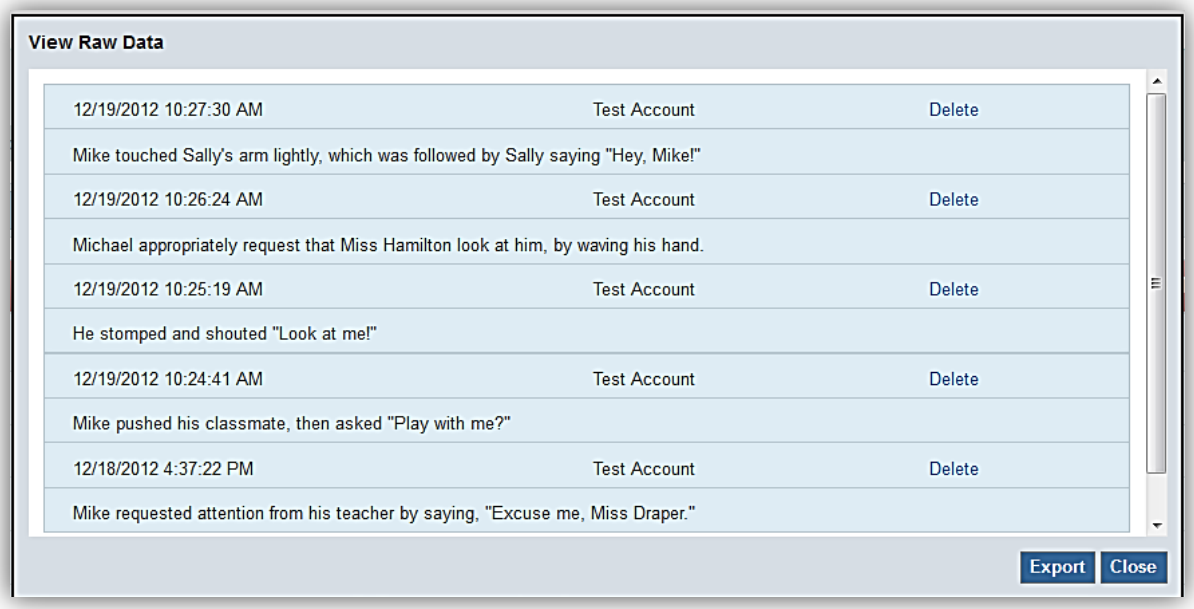
- **Anecdotal** – For targets denoted as **Anecdotal**, instructors can enter free-form textual responses for an individual item, instead of checking boxes.



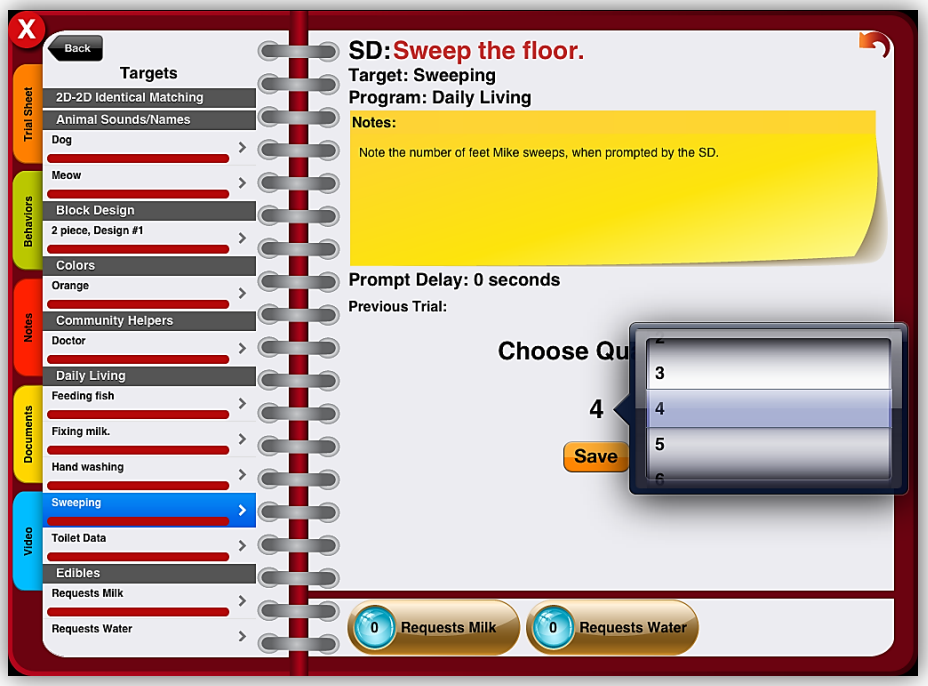
When you view the target from the app, tap inside the bottom yellow sticky note. The keyboard will appear, and you can enter free text.



Press Save to save the note to the portal. To view the anecdotal data log from the Student Portal, select the item's Actions menu, then Raw Data. *[See below for more information about the Actions Menu.]*

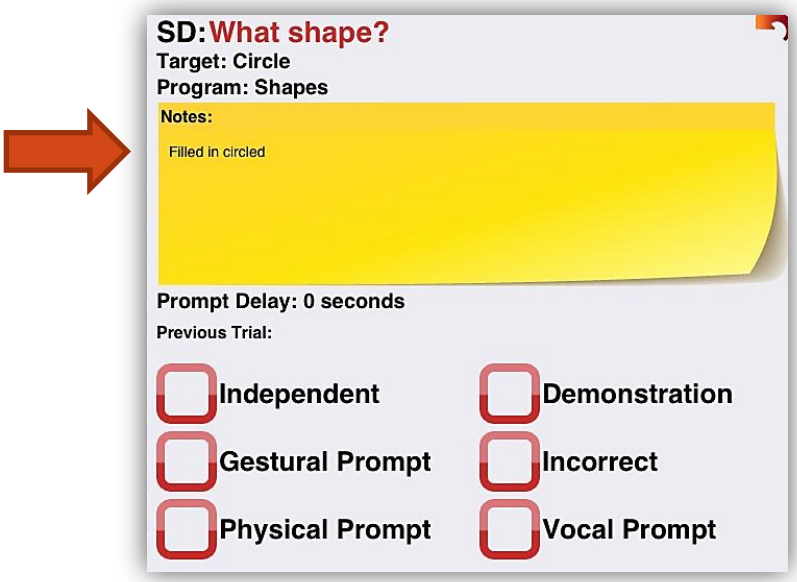


- **Quantity** – Users can score numerical amounts for a target, when the target is specified as a **Quantity** type. By tapping the quantity counter from the app, you can select a numerical value to assign to an item. This can be used to denote measures such as distance, amount, or even quiz/test scores.



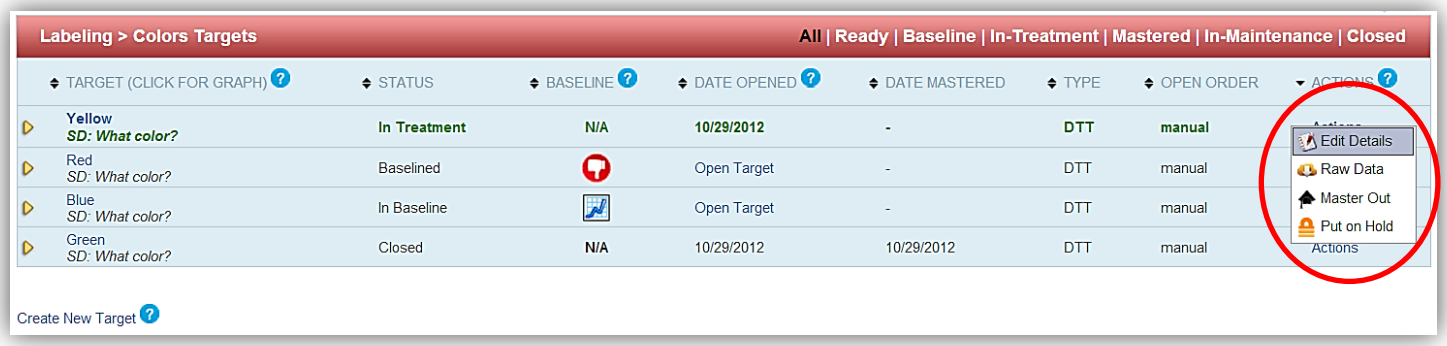
- **Mastery Type** – This determines how the target will be mastered. Automatic Mastery will master out the target automatically (at a time based on the settings in your Setup section), if the student's mastery criterion is met. Manual Mastery maintains the target's "in-treatment" status, until the user manually changes it from the portal.
- **Notes for Instructor** – You can also add notes for the Instructor on this screen. These notes will be available for the instructor on the device during session, on the same screen as the target information.

For example, you might add a note describing to your instructor which material set to use for a block design target.

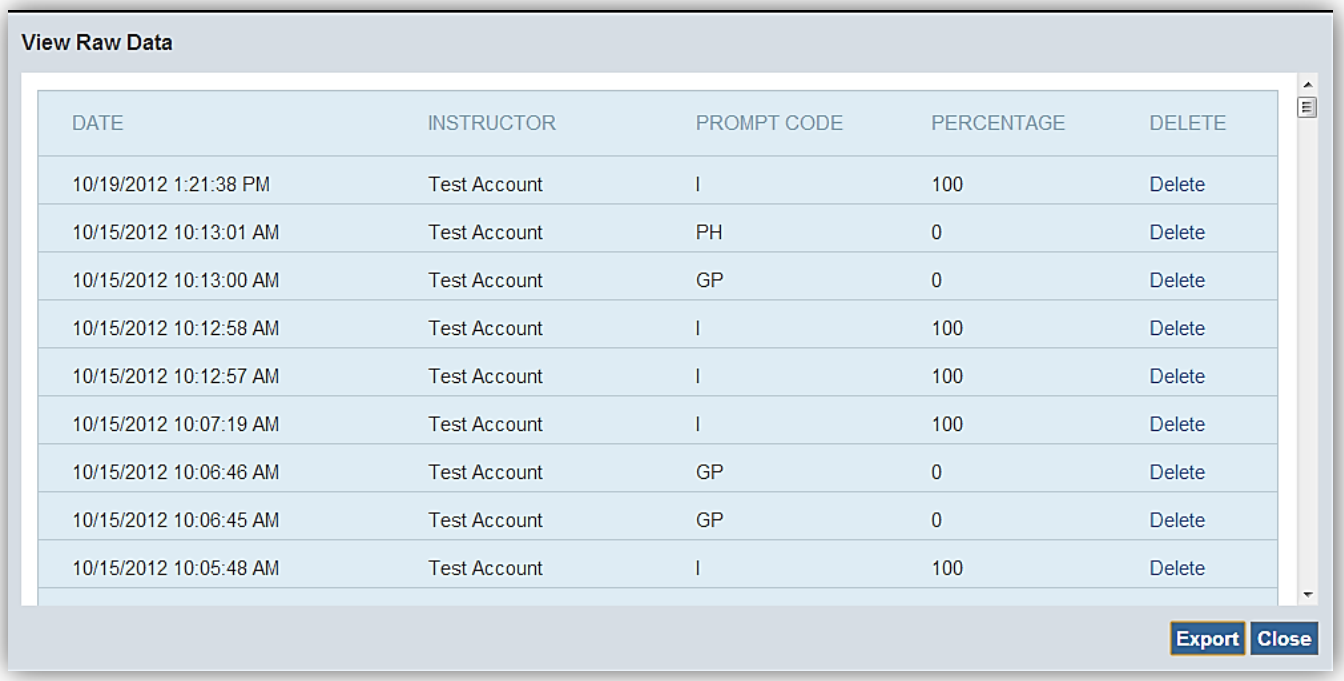


Once the desired data has been entered, click the **Save** button on the bottom right to finish creating the target. By default, new targets will not yet be opened, the will be in a "**Ready**" state In order to start collecting data on a specific target on the iPad, you MUST open the target for baseline or treatment (see below). Targets, like Programs, can be deleted, moved and renamed by right-clicking on the desired program and choosing an action to perform. Once **move** is clicked, a popup window will be presented. Choose the desired skill area and program to place the target. To alter the S^D, click on the current S^D for the target and type in the text box to edit.

From the **Actions** menu in the right column of each target row, you will have several options concerning the targets you create. Click **Edit Details** to return to the General Target Details screen, and perform actions such as renaming the target or S^D.



Choose **Raw Data** to view and delete an item's individual data points. From here, you can also export your raw data into an external Excel™ file.



Click **Master Out** to manually indicate that the target has been mastered. Click **Put on Hold** to take the item out of treatment. Mastering a target or placing it on hold will remove the target from active skill acquisition data collection on the app.

OPENING A TARGET FOR BASELINE

Once a Target has been created, it will be in a "Ready" state. From this state, targets can be opened for baseline or opened for treatment. There are 4 different indicators of baseline status.

This target has not been marked for baseline, and has not been opened for treatment.

Target is currently opened for baseline data collection

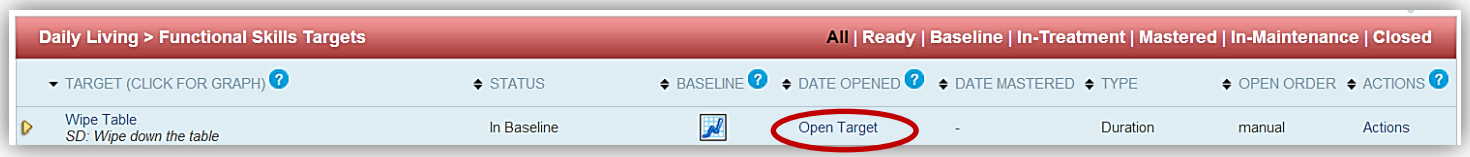
Target was mastered in baseline.

Target failed in baseline.

N/A Target was opened for treatment and never baselined.

To open a target for baseline, click the orange x icon and choose **OK** when asked to confirm your action.

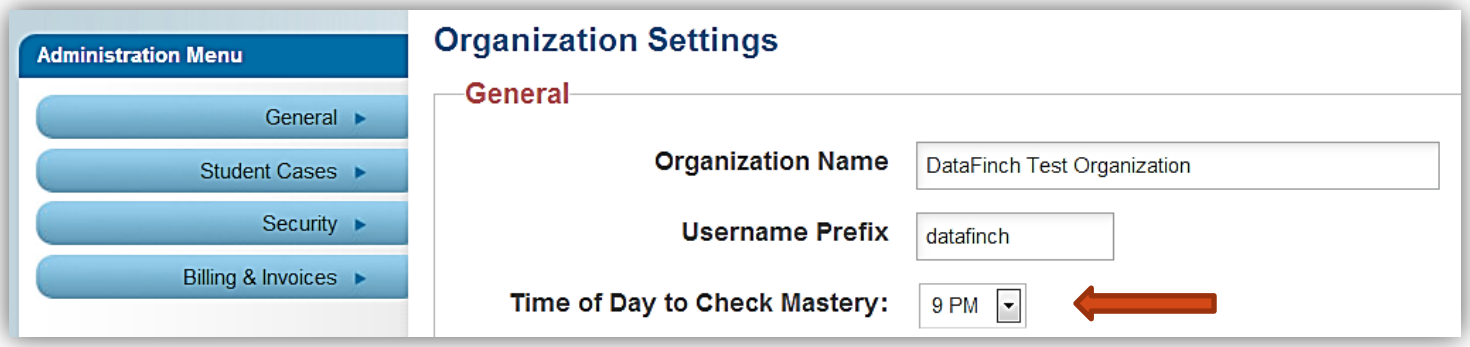
OPENING A TARGET FOR TREATMENT



To open a target for treatment, click the **Open Target** link and choose **OK** when asked to confirm your action.

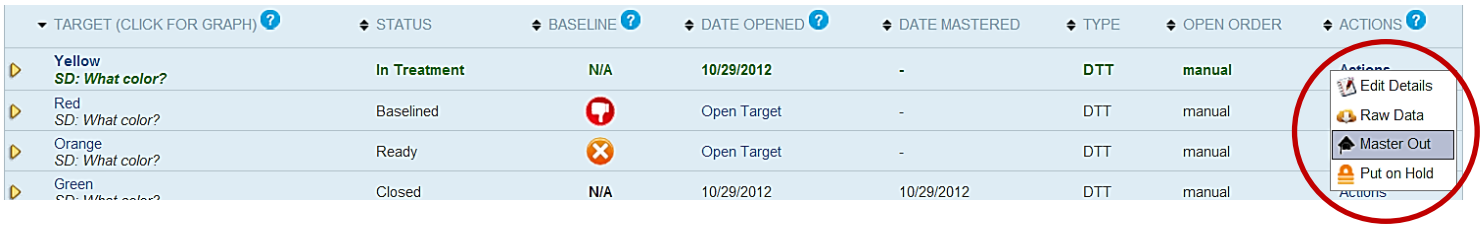
MASTERING A TARGET

Targets set to "Automatic Mastery" will be automatically mastered out at a predetermined time each day once the student's mastery criterion is met. You can set the time in which your system will be scanned for mastery on your administration tab under **Organization Settings**.



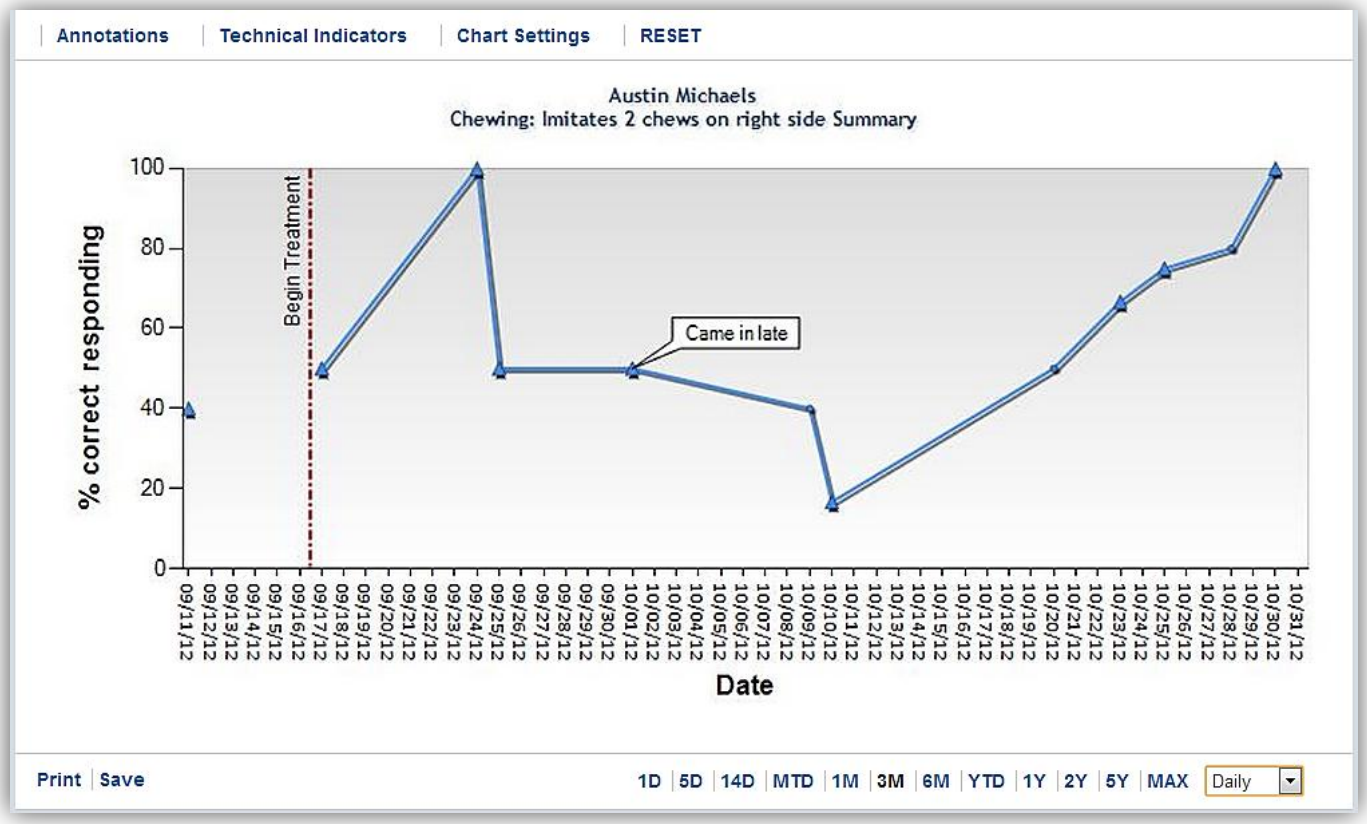
If users do not change this time, it is automatically set at midnight Eastern Standard Time.

All targets can be manually mastered in the portal by clicking the **Actions** button on the row. A drop-down menu will appear and you can choose **Master Out**.

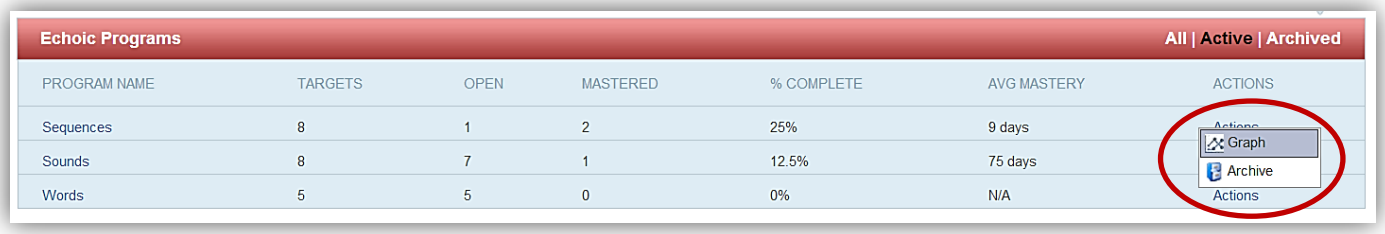


TARGET GRAPHS

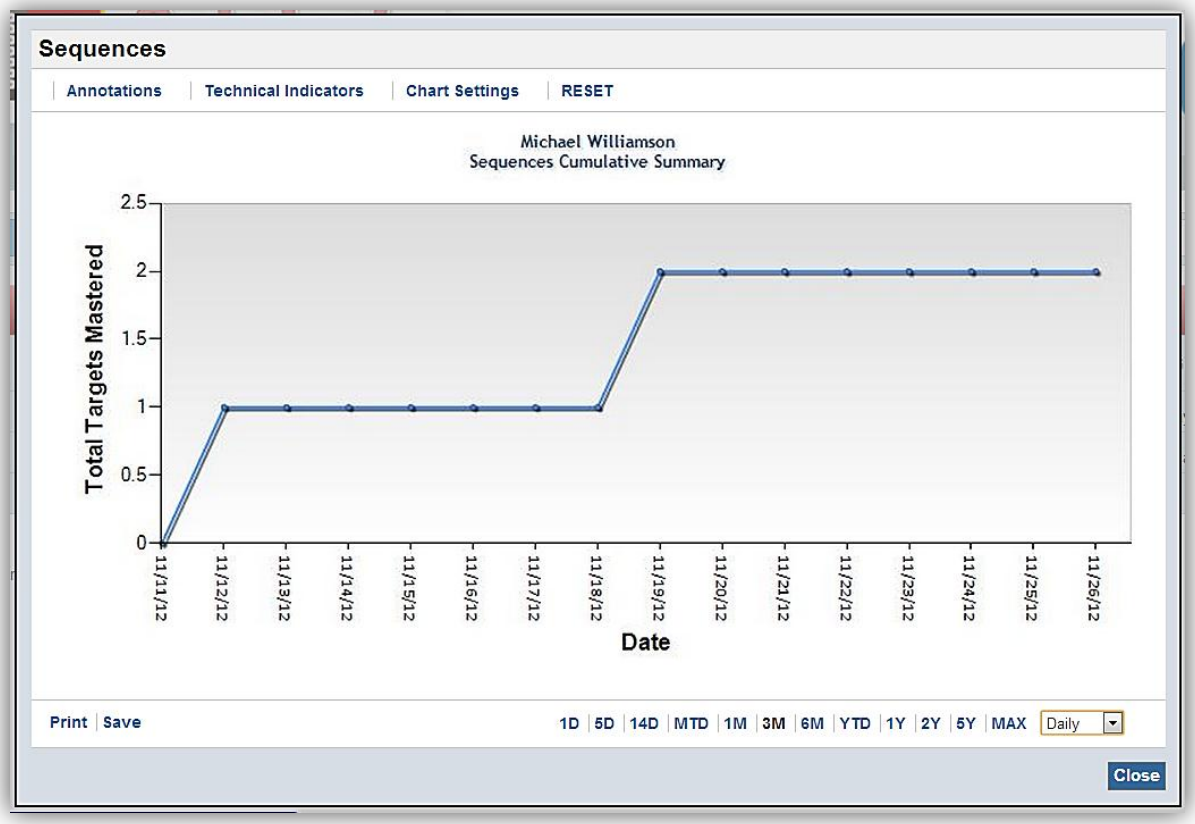
To view the graph of a skill acquisition target, click the target's name *anywhere* in the portal (Including widgets) and the graphing window will open. On any skill acquisition target graph, the data point is most commonly a circle (●); however a triangle (▲) indicates that the first trial of the day was independently correct and allows you to see how close the target is until mastery.



You can also view cumulative graphs of each program by selecting **Graph** from the Actions menu.



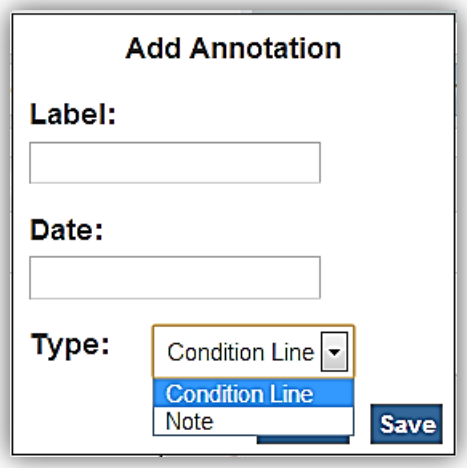
These cumulative graphs show progress and mastery level within a program.



The controls on the graphing window are consistent throughout the entire portal and are as follows:

ANNOTATIONS

Annotations are visual indicators that can be added to any graph in the system, and include condition lines and notes. Condition lines can be used to mark specific changes or events on the graphs. In order to add a condition line, click **Add Condition Line** and specify the name of the condition and date. Once a condition line is created it can be hidden easily by selecting **Hide Annotations** under **Chart Settings**. Condition lines are automatically added when a target is baselined, mastered or failed in maintenance.



From this menu, you can also annotate a single datapoint with a **note.** Notes are commonly used to indicate variances (but not systematic changes) (such as student illness, or to mark a session which began at an unusual time). These notes will be anchored to the data markers, and will shift with the data point as more data is added.

TECHNICAL INDICATORS

- **Average** – Shows a horizontal line representing the average of the data points in the selected interval.
- **Trial Count** – Shows a separate, linked, bar graph indicating the number of trials that make up a given data point.
- **Unique Therapist Count** – Shows the number of distinct therapists that recorded data for a given data point.
- **Strongest Steps** (TA targets only) – For task analysis targets, you can overlay all of the steps to see which ones the student is performing the best.

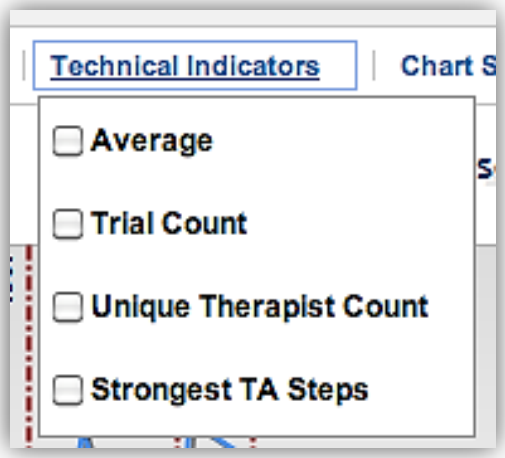
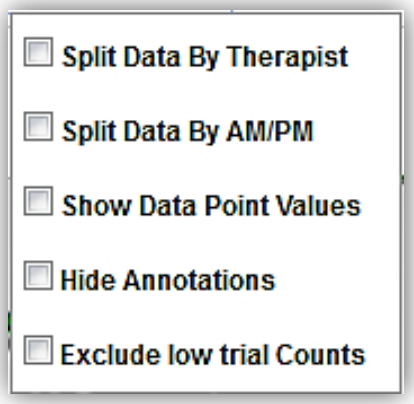


CHART SETTINGS

- **Split Data By Therapist** – Shows a different data path for each therapist.
- **Split Data By AM/PM** – Shows a different data path for each time of day (Morning or afternoon).
- **Show Data Point Values** – Data points are not annotated by default. With this option, each data point will show the specific numerical value.

- **Hide Annotations** – Once annotations (condition lines and notes) are added, they will show by default. Choose this setting to temporarily hide ALL annotations in graph.
- **Exclude low trial counts** - Selecting this option will hide all data points in which the daily minimum trial count was not met.



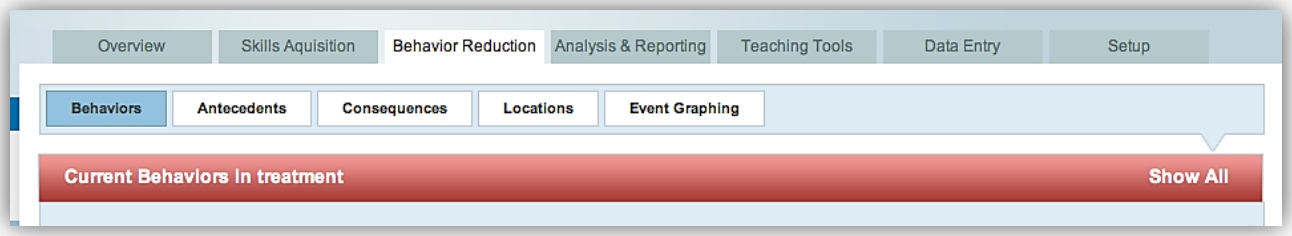
- **Reset -** This will reset the graph to its original state, clearing any selections that may have been applied.
- **Date Range –** In the lower right corner, the date range can be set to display the student's data from any interval from one day to the entire time period the student has been in the Catalyst system. You can also use the drop-down menu to view your daily data, *or* group it by weekly, monthly, or even yearly averages.
- **Print –** In the lower left corner, you can print the current chart.
- **Save –** In the lower left corner, you can save an image of the current chart for importing into any word processing application.
- **Chart Interval –** The drop-down menu in the lower right corner allows you to group data in daily, weekly, monthly, or yearly intervals.

BEHAVIOR REDUCTION

Catalyst's behavior reduction tracking system is detailed and comprehensive. Any given behavior can have data recorded in one of two ways: topographically or diagnostically. Topographic behavior collection allows users to tally frequency or duration of a specific behavior, take a momentary time sample of that behavior, or to observe and record that behavior in partial intervals. All behaviors must be classified as one of these four types (see below for in-depth explanations of each behavior category).

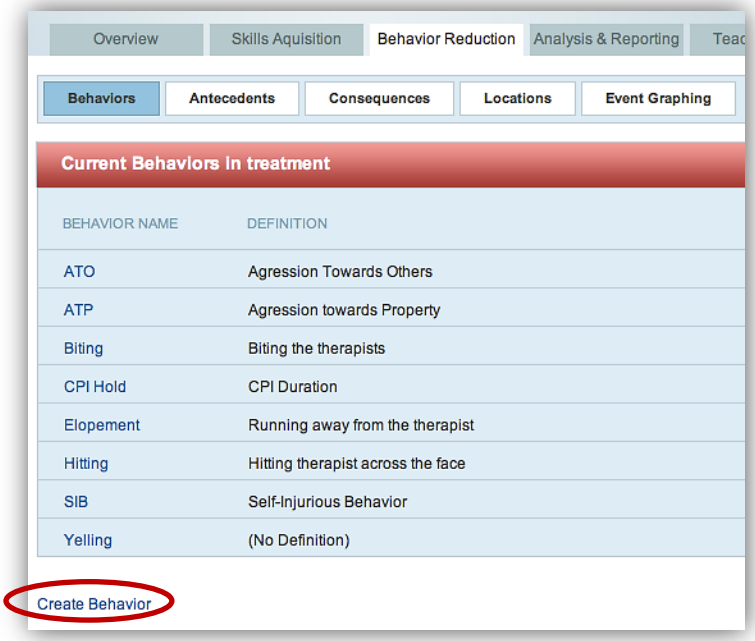
Diagnostic behavior collection allows users to record behavioral "events" and add various diagnostic data for functional assessment on the device. This includes antecedents, locations and consequences, and will be displayed in the graphing module for differential analysis using sophisticated graphing tools.

There are five sections in **Behavior Reduction**: **Behaviors**, **Antecedents**, **Consequences**, **Locations**, and **Event Graphing**. The **Behavior** section is used to collect five kinds of behavioral data (Event, Duration, Frequency, Momentary Time Sampling, and Partial Interval).

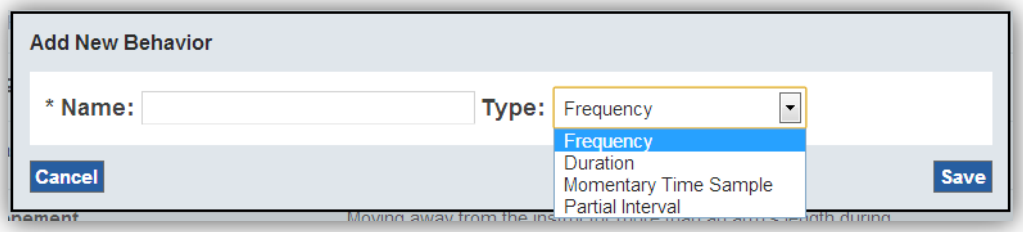


CREATING BEHAVIORS

Once in the **Behavior Reduction** section, you'll need to add at least one behavior in order to record data on the device. To add a behavior, click the **Behaviors** tab and then the **Create Behavior** button at the bottom of the page.

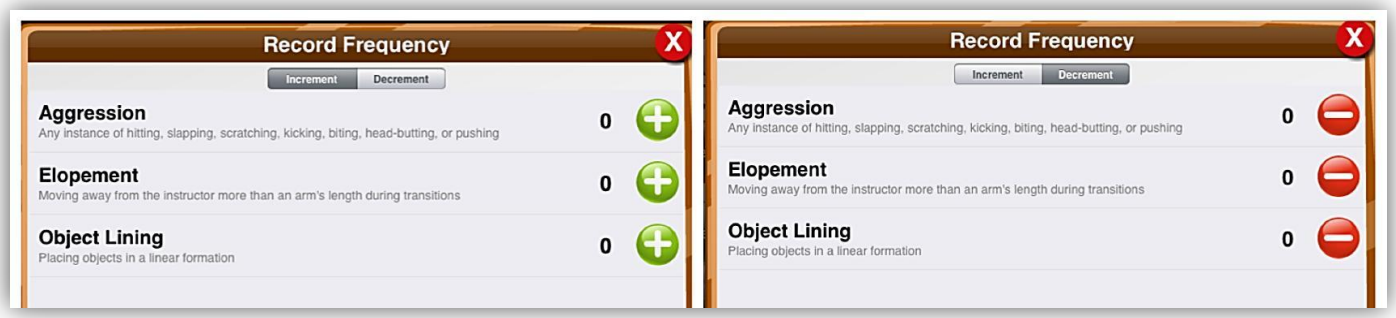


Type the desired name of the behavior in the text box (for example, "aggression" or "out of seat"). Once a behavior is entered, you must select the type of data you would like to collect. There are four types of behavior data from which to choose: frequency, duration, momentary time sample, and partial interval. Once you have made your selection, click **Save**.



- A **frequency behavior** is used to record the number of times a specific behavior occurs.

  From the app, you can simply tap the "+" to score an occurrence of a behavior. To "undo" a behavior tally, touch the Decrement tab, and tap the "-" to decrement behavior counts.

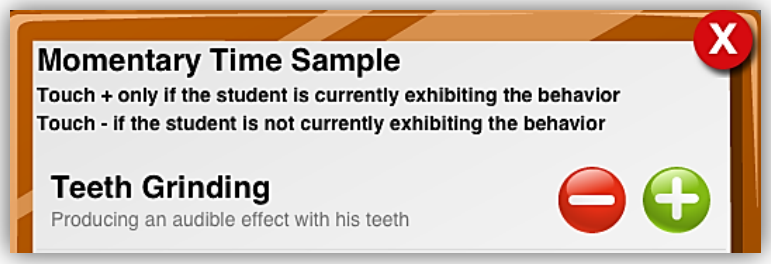


- A **duration behavior** is used to measure the length of time a behavior occurs. Begin by touching the start button.

  You'll notice the timer on the right begins counting up, and two buttons ("cancel" and "stop") appear. While the timer is running, you can continue to take data elsewhere in the system by tapping the "x" located in the upper-right corner of the screen. The duration timer will continue to count until you manually stop it. When the behavior for which you are taking data ceases, tap the red "stop" button, and you'll notice the timer has stopped counting. When you are ready, pressing "save" will store your data for viewing in the portal. Pressing "cancel" will discard this trial's data.

- A **momentary time sample behavior** (**MTS**) is a measure used to capture whether a specific behavior is or is not occurring at a predetermined time interval.

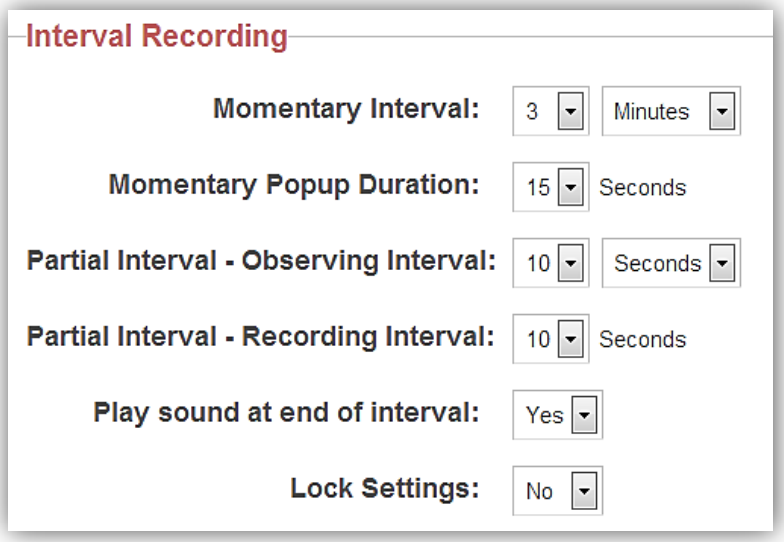
  When your **MTS** window appears, simply tap the "+" or "-" to indicate the occurrence or absence of the specified behavior(s). If a user does not score -/+ during an MTS pop-up, no data is recorded for that interval.



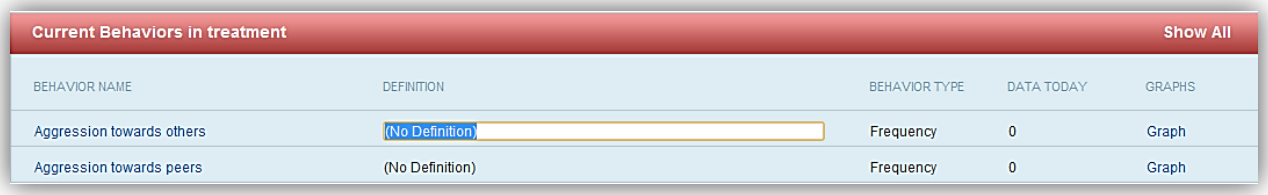
- A **partial interval target** (**PIR**) is another interval recording method, involving identifying an observation period, then breaking it down into smaller intervals of equal length, to determine if a behavior is occurring at *any* point within the interval.

  To begin the interval, select the green "start" button. You'll notice that the Interval Numbers will begin counting upwards on the left, and Total Time Elapsed will be displayed on the right. In the center of the display, the screen will indicate which type of partial interval is in play (observe versus record), and a timer will count down the time left within that interval. You will also see a list of your **PIR** targeted behaviors, and you have the option to check whether or not they occur within the interval (specifically, the recording phase). During any interval, you may press stop, and the option will appear to save or cancel/discard your data.

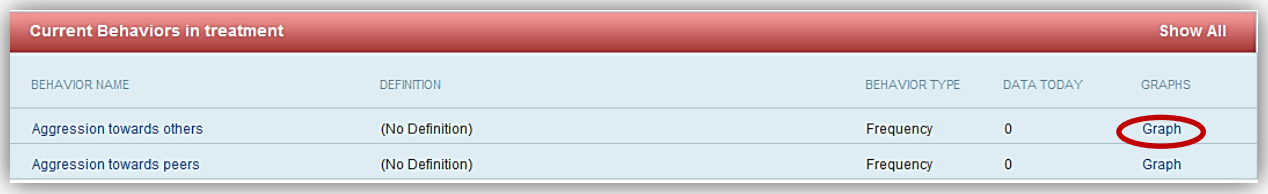
The settings which control **PIR** and **MTS** intervals (how long they appear, how often they appear, etc), can be found in the Student Portal under Student Settings, in the Interval Recording section.



Definitions will show up on the iPad and help the therapist know what qualifies as a specific behavior. To add a definition for the behavior, click on the **No Definition** label or the existing definition under the **Definition** title.

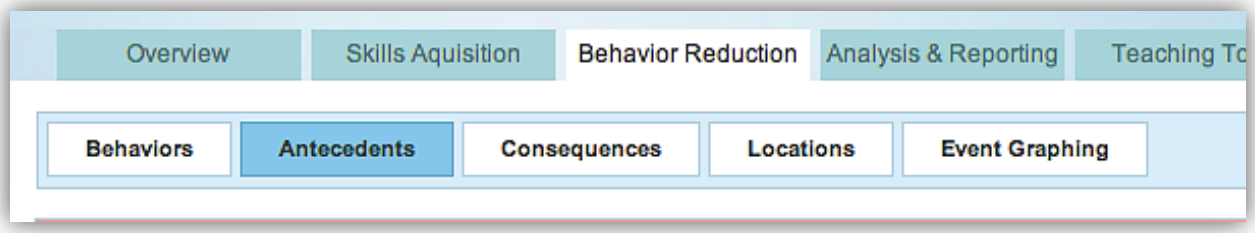


To visually analyze the duration and frequency graphs for a behavior, click on **Graph** on the right side of the screen.

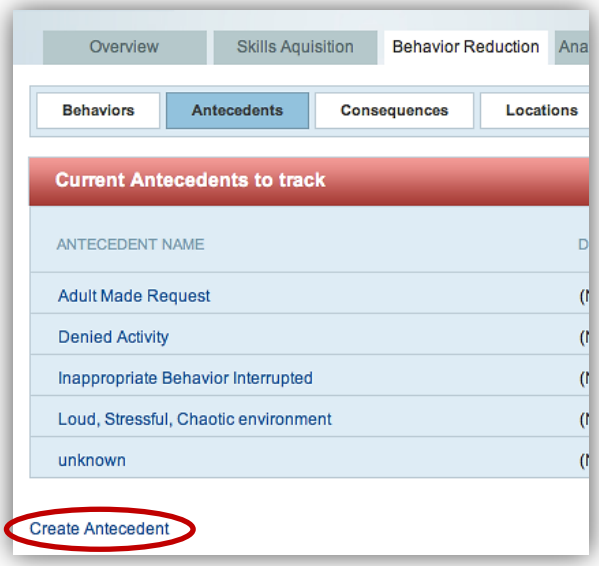


CREATING ANTECEDENTS

In order to start collecting diagnostic data on your device, you'll need to add at least one antecedent. To add an antecedent, click on the **Antecedent** tab at the top of the page.



Then click **Create Antecedent** button on the bottom left of the page.

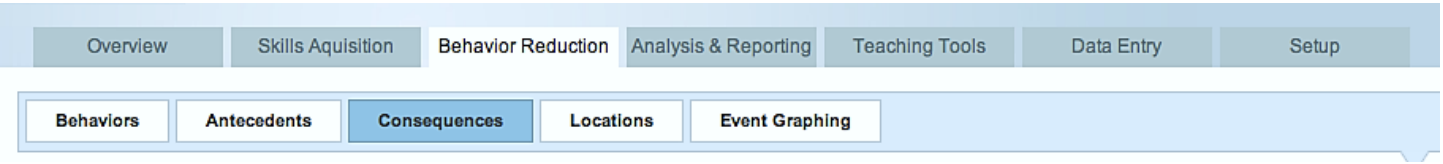


Type the desired name of the antecedent in the text box and click **Save**.

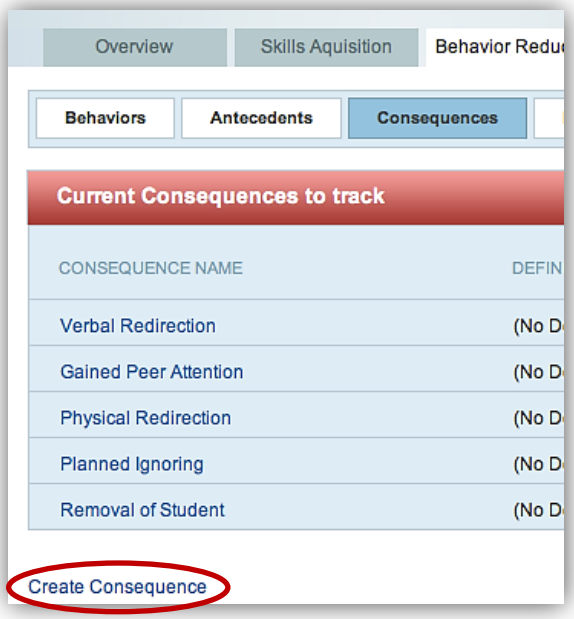
To create an antecedent definition, click on the **No Definition** label or the existing definition under the **Definition** title.

CREATING CONSEQUENCES

In order to begin collecting diagnostic data on the app, you'll also need to add at least one consequence in the portal. To add a consequence, click on the **Consequence** tab under Behavior Reduction.

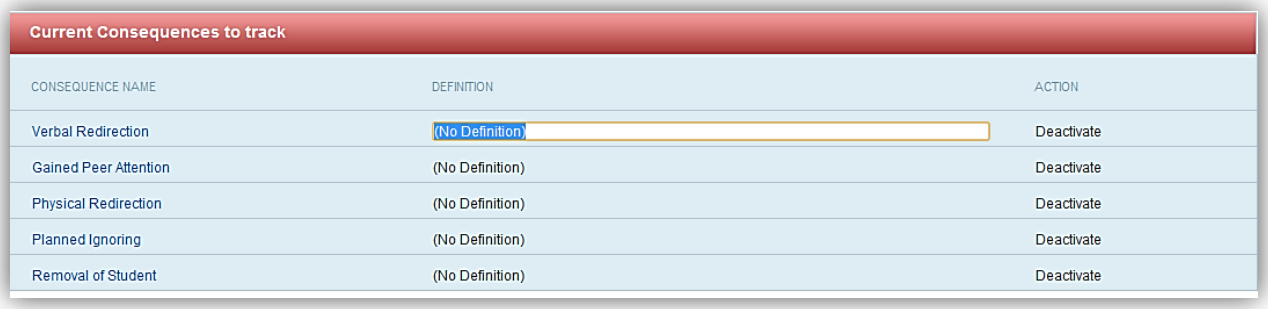


Then click the **Create Consequence** link on the bottom left of the page.



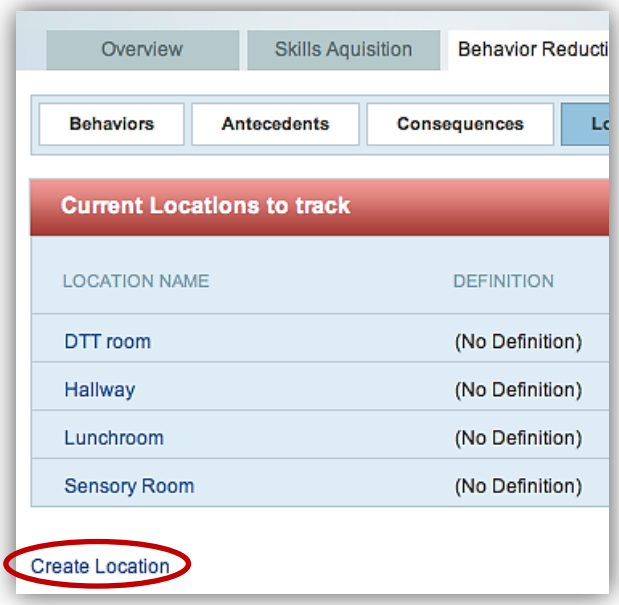
Type the desired name of the Consequence in the text box and click **Save**.

To create a consequence definition, click on the **No Definition** label or the existing definition under the **Definition** title, and type in your desired definition.



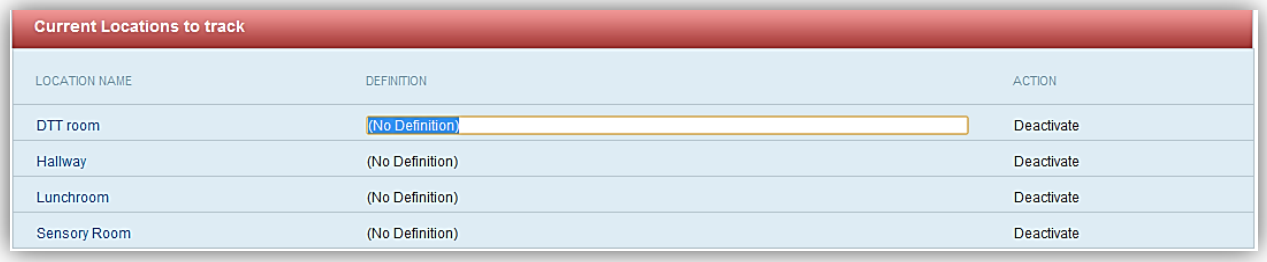
CREATING LOCATIONS

Once in the **Behavior Reduction** section, you'll need to add at least one location in order to collect diagnostic data on the iPad. To add a location, click on the **Locations** tab and then click the **Create Location** button on the bottom of the page.



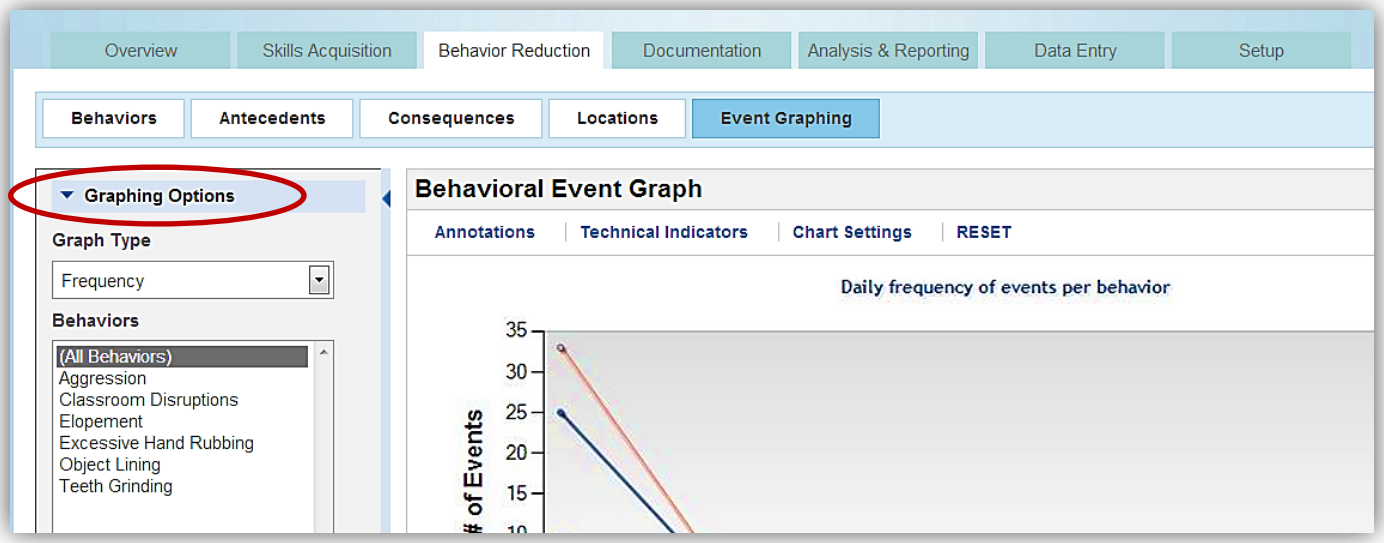
Type the desired name of the location in the text box and click **Save**.

To create a location definition, click on the **No Definition** label or the existing definition under the **Definition** title.

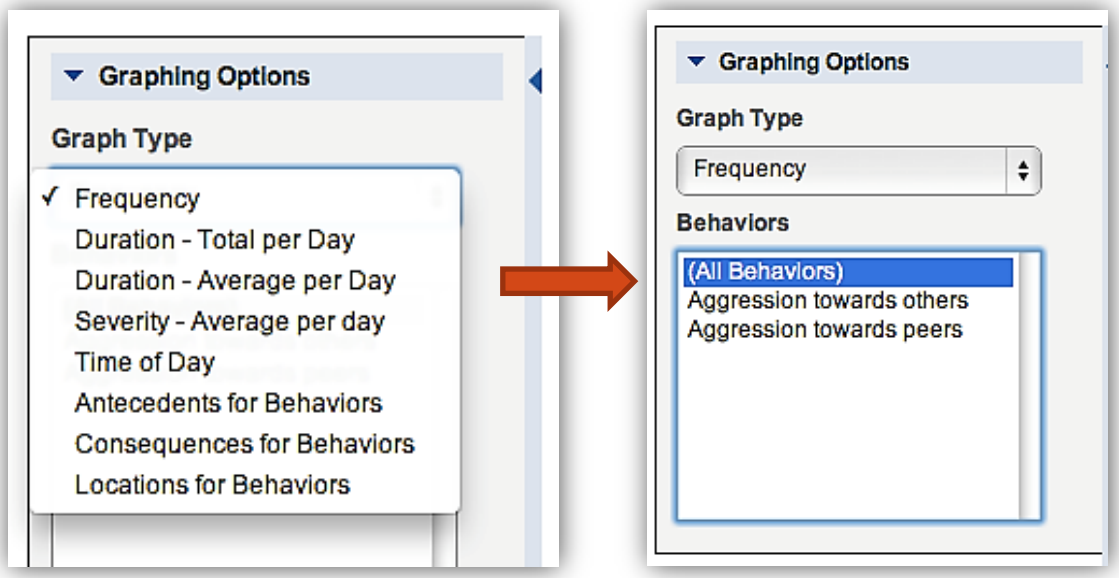


EVENT GRAPHING

The **Event Graphing** tab under the Behavior Reduction section allows you to both compute and visually analyze data for behavioral events. On the left side of the screen you will find **Graphing Options**. These options allow you view different dimensions of your recorded event data.

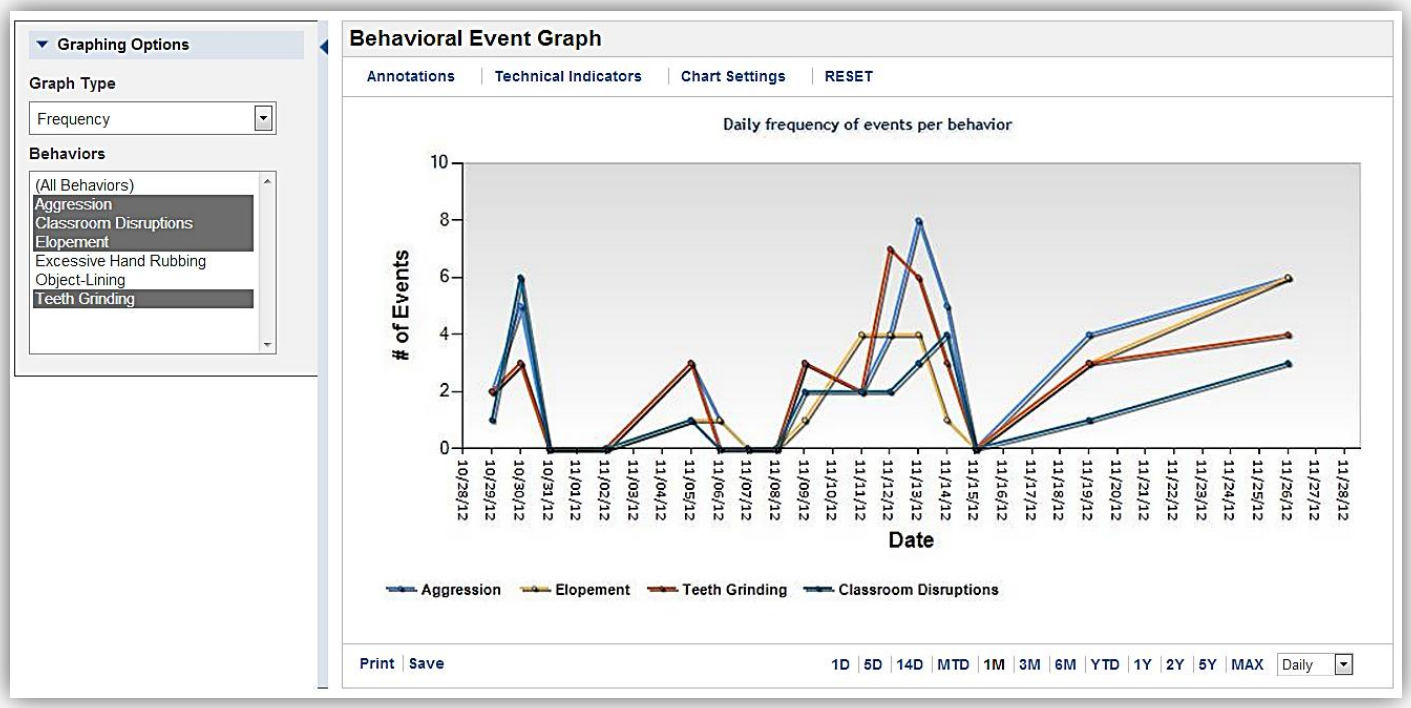


To create a graph, choose a graph type from the **Graph Type** menu and select a behavior(s) from the **Behaviors** menu. You can select **(All Behaviors)** or any combination of behaviors. To select multiple behaviors, hold down the control key while you make your selection.

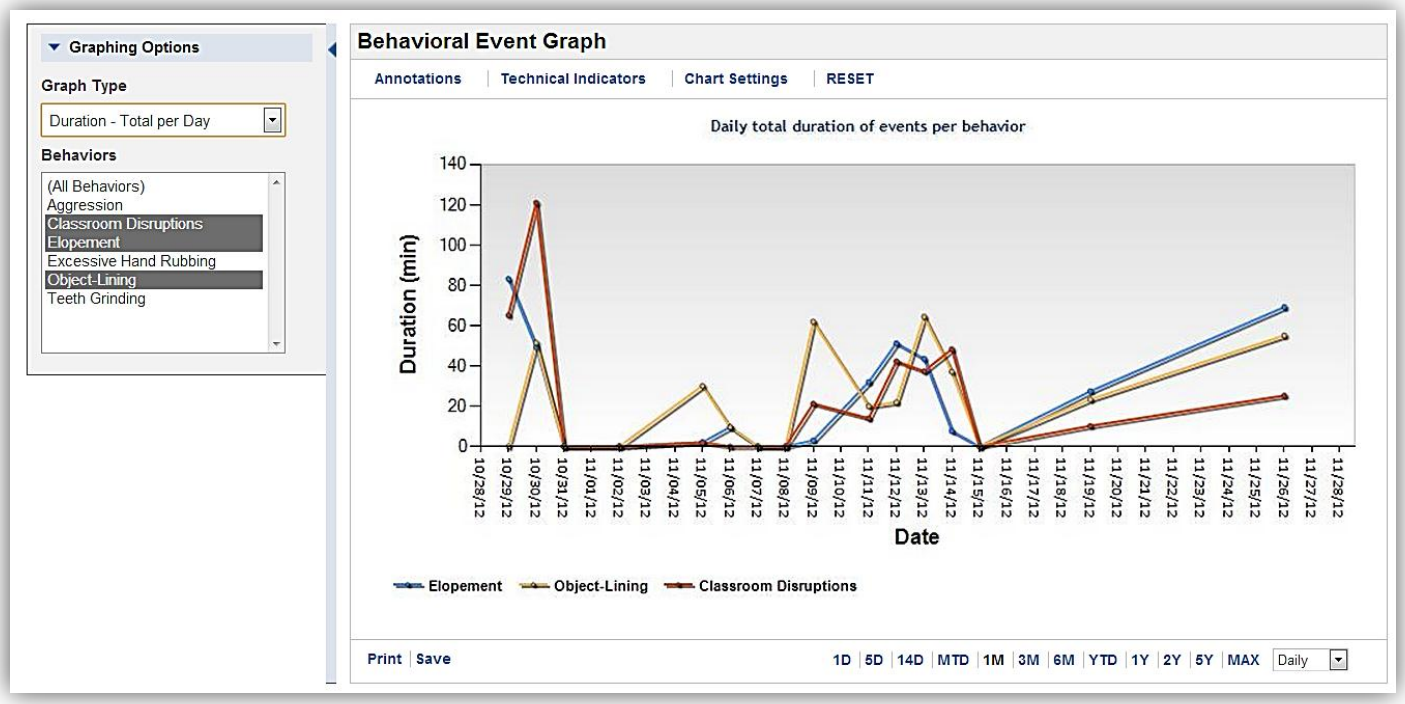


GRAPH TYPES

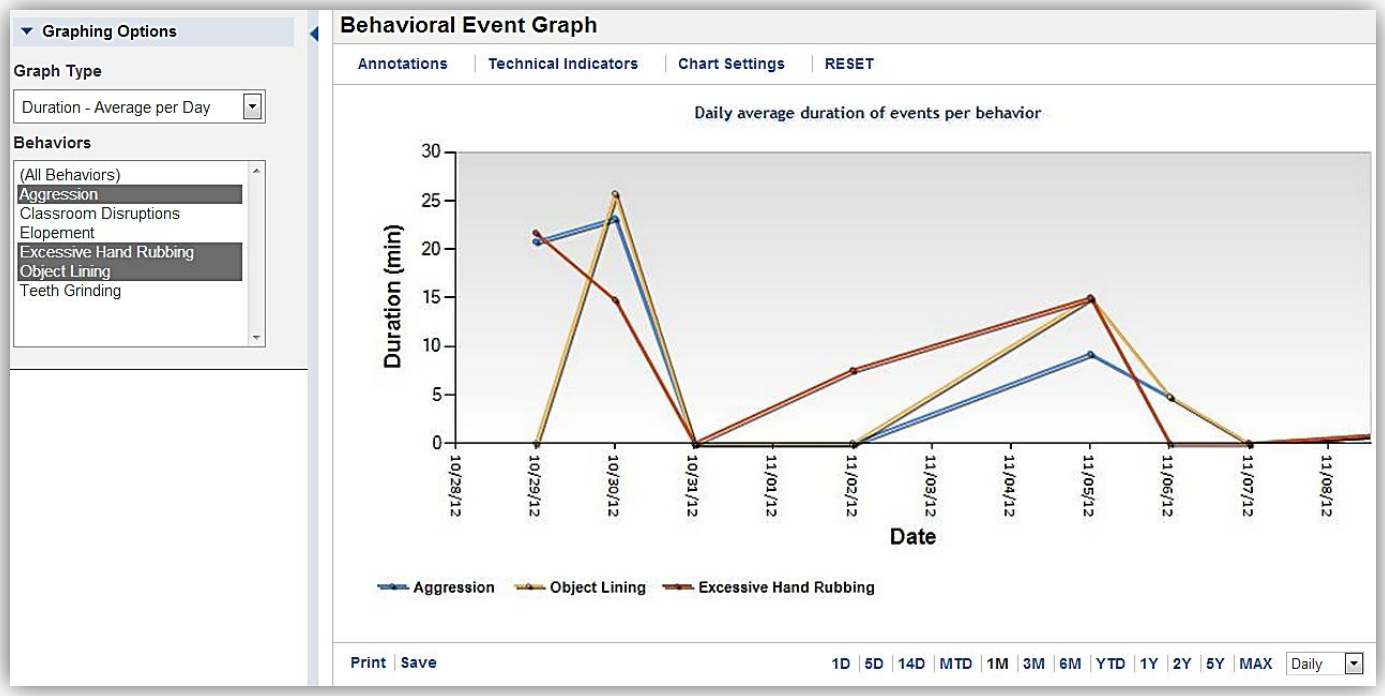
- **Frequency** – This graph will display the number of events that contained the selected behavior(s) for a given day.



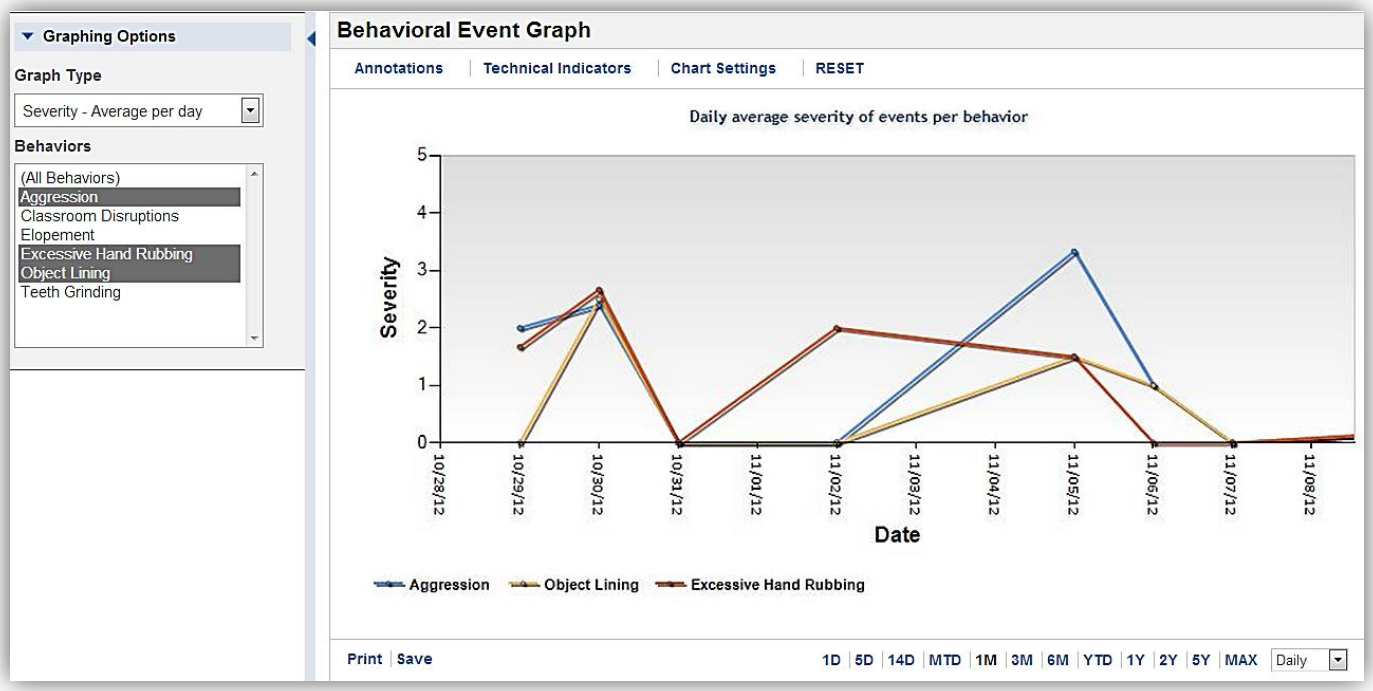
- **Duration- Total per Day** – For each selected behavior, this graph will display the total daily duration. For example, three behavioral incidents each lasting 10 minutes each would display as 30 minutes.



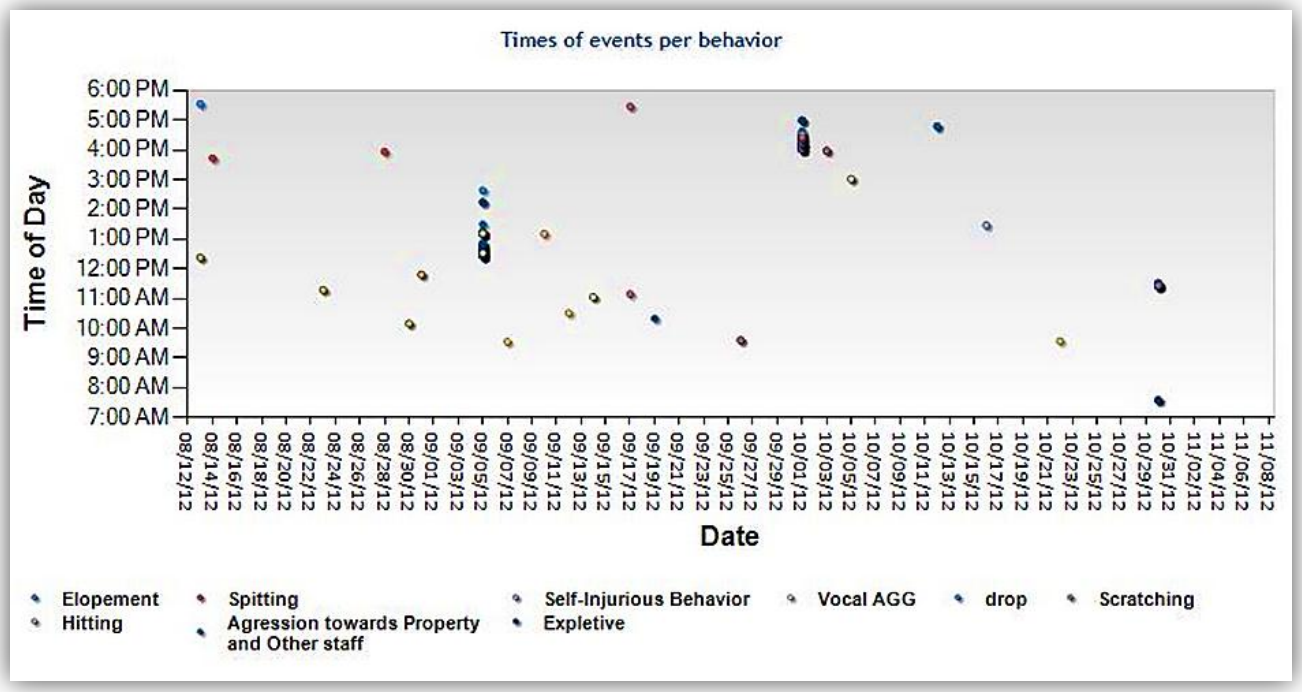
- **Duration - Average per Day** – For each selected behavior, this graph will display the average durations of events.



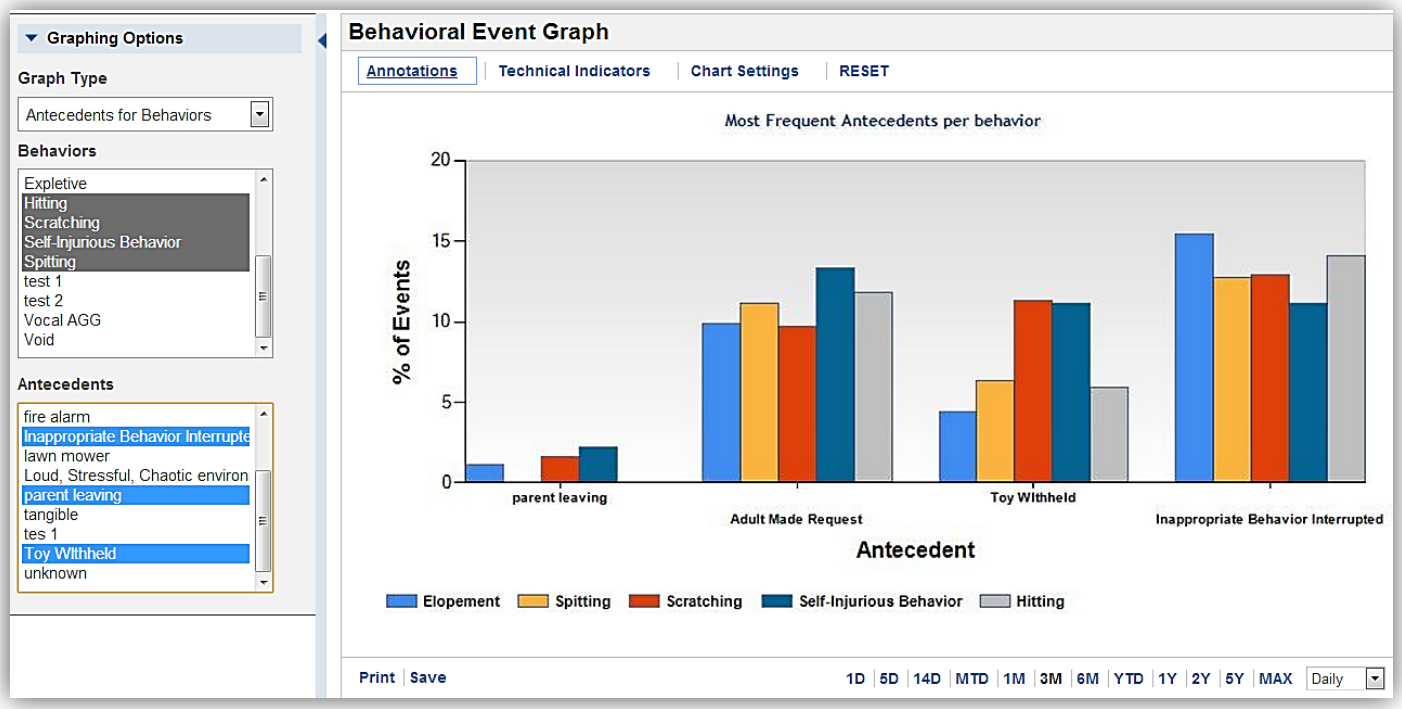
- **Severity – Average per Day** - This graph will display the average severity of events that contained the selected behavior(s) for a given day.



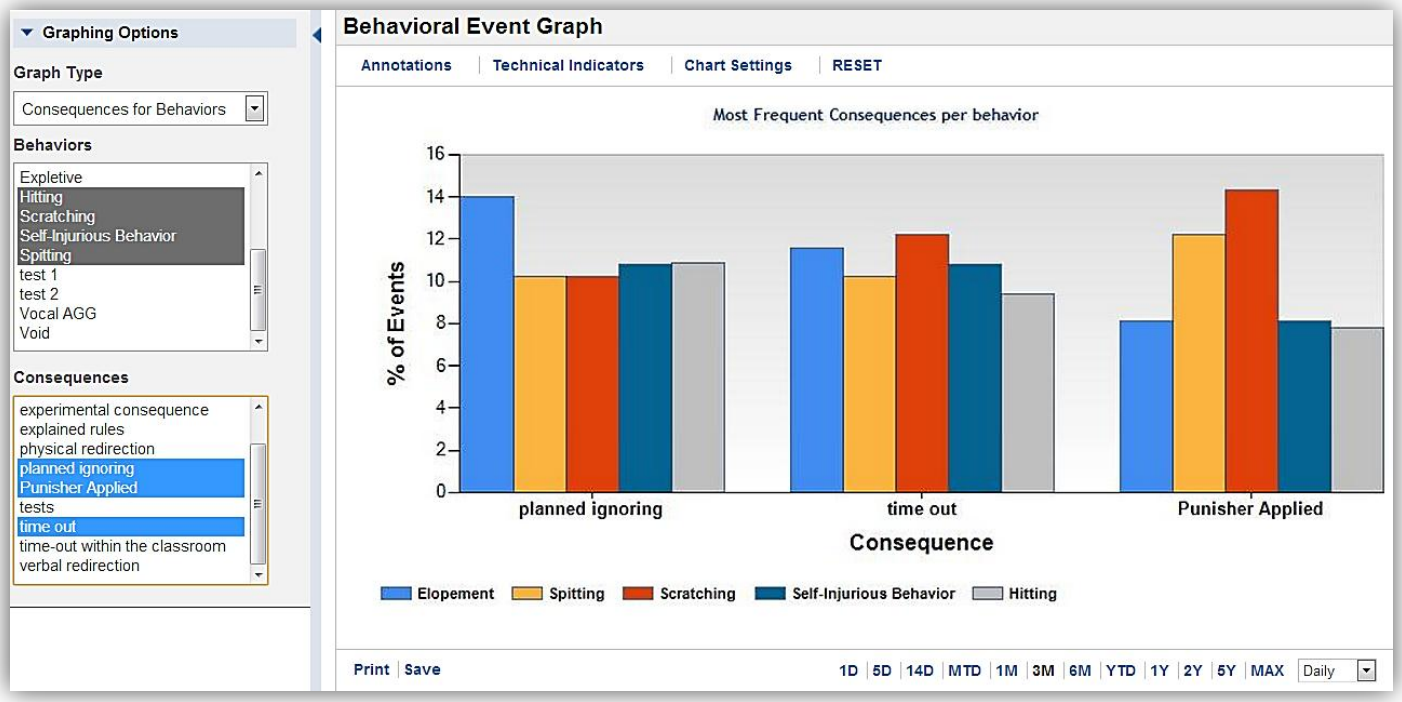
- **Time of Day** – This graph will display a scatter plot of the time of day each behavior occurred. More clusters mean more behaviors occurred at that time.



- **Antecedents for Behaviors** – For each selected behavior, this graph will display a bar chart with the percent occurrence of each selected antecedent. Holding down the shift key and selecting multiple behaviors can compare antecedents across multiple behaviors. When this option is selected, you will also need to choose one or more antecedents from the antecedent box on the bottom left.



- **Consequences for Behaviors** – This graph displays the percent occurrence of consequences for a given behavior or across several behaviors. When this option is selected, you will also need to choose one or more consequences from the consequences box. Holding down the shift key while selecting behaviors, allow you to compare multiple behaviors.



- **Locations for Behaviors** – This graph will display percent occurrence of behaviors based on location. When this option is selected, you will need to choose one or more locations from the locations box.

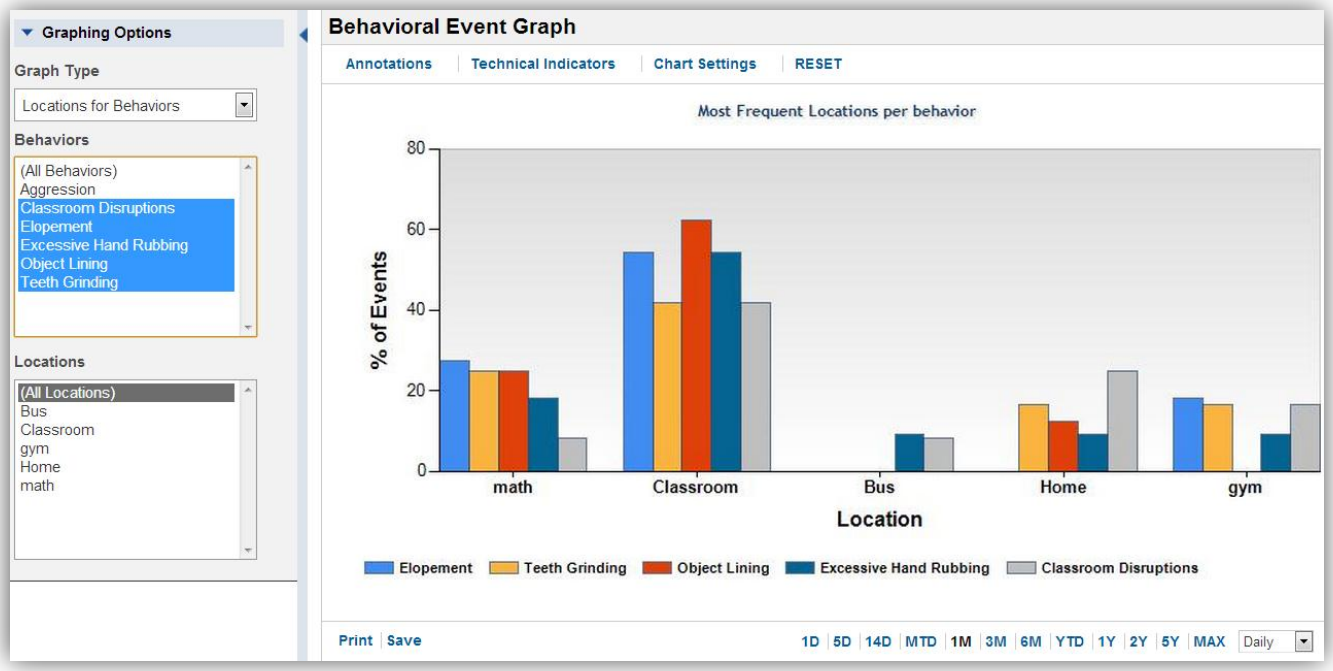
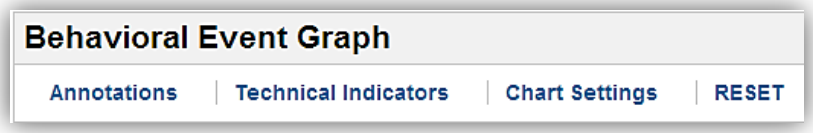


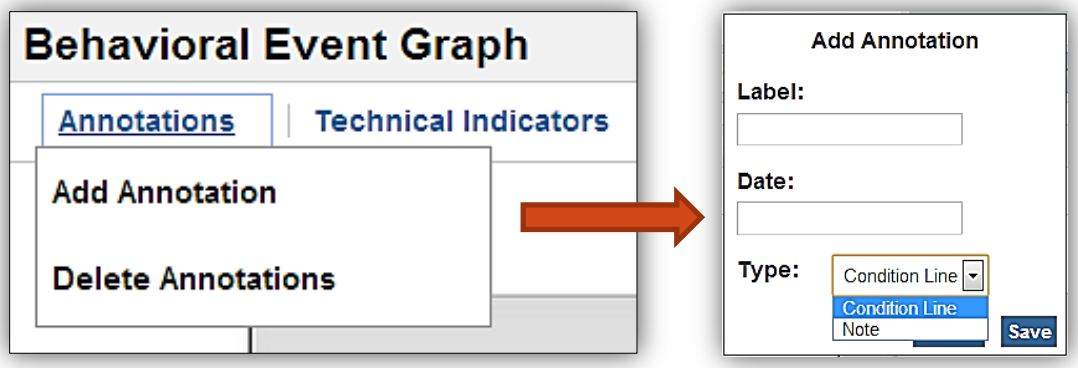
CHART OPTIONS

The controls on the graph itself are consistent throughout the entire application and are follows:



ANNOTATIONS

Behavior graphs can also be customized with annotations. Here, as with Skills Acquisition graphs, annotations are visual indicators that can be added to any graph in the system, and include condition lines and notes. Condition lines can be used to mark specific changes or events on the graphs, such as implementing a new treatment protocol or medication. In order to add a condition line, click **Add Condition Line** and specify the name of the condition and date. Once a condition line is created it can be easily hidden by selecting **Hide Annotations** under **Chart Settings**.



From this menu, you can also insert a **note** on a data point, to indicate variances (but not systematic changes) (such as student illness, or to mark a session which began at an unusual time). These notes will be anchored to the data markers, and will shift with the data point as more data is added.

TECHNICAL INDICATORS

- **Average** – Inserts a horizontal line onto the graph, which reflects the average of the dimension in which you are currently viewing. The numerical value assigned to this average will also be displayed in the lower right-hand corner of the graph.

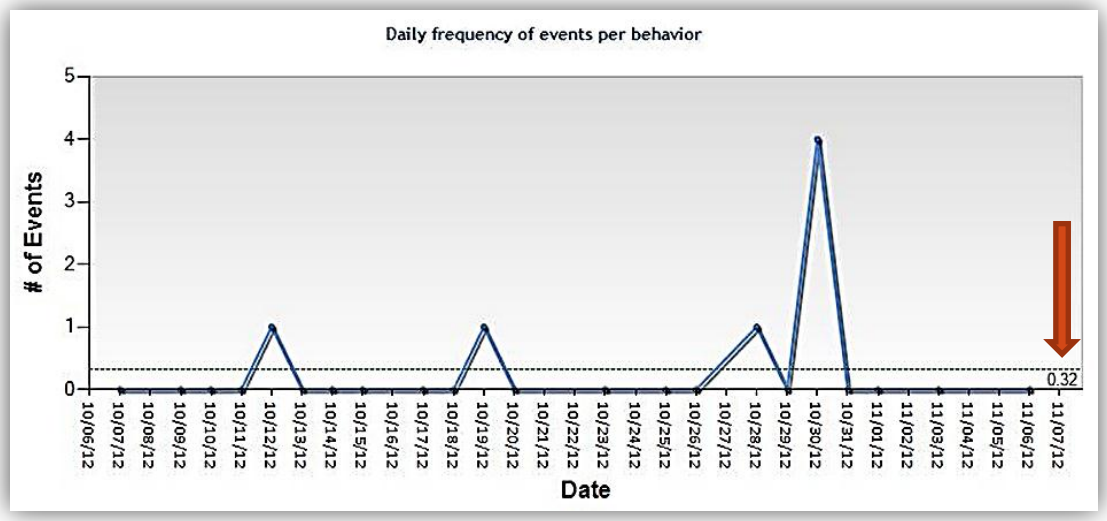
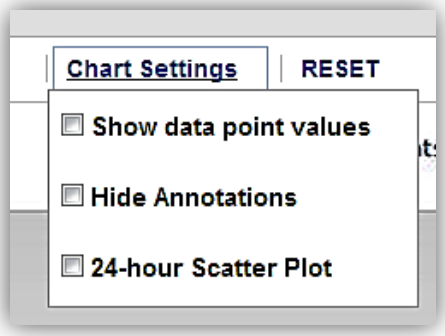


CHART SETTINGS

- **Show Data Point Values** – Data points are not annotated by default. With this option, each data point will show the specific numerical value.
- **Hide Annotations** – You can check the hide annotations box to hide any notes or condition lines from view.
- **24-hour Scatter Plot** – Turning this setting on allows users to view scatter plot data represented across all 24 hours of the day, rather than the default 8-hour window.

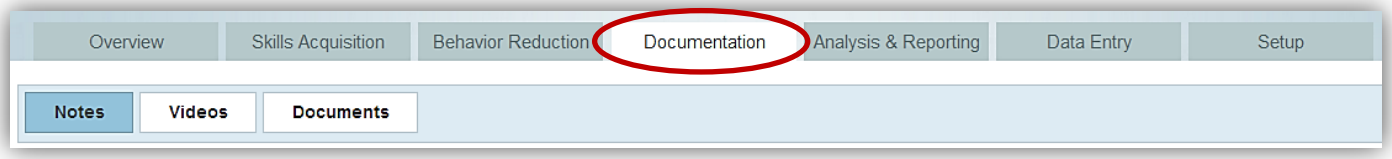


OTHER CHART OPTIONS

- **Reset –** This will reset the graph to its original state, clearing any selections that may have been applied.
- **Date Range –** In the lower right corner, the date range can be set to show any interval from 1 Day to unlimited data.
- **Print –** In the lower left corner, you can click **Print**, to print the current chart.
- **Save –** In the lower left corner, you can save an image of the current chart for importing into any word processing application by clicking **Save.**
- **Chart Interval –** The drop-down menu in the lower right corner allows you to group data in daily, weekly, monthly, or yearly intervals.

DOCUMENTATION

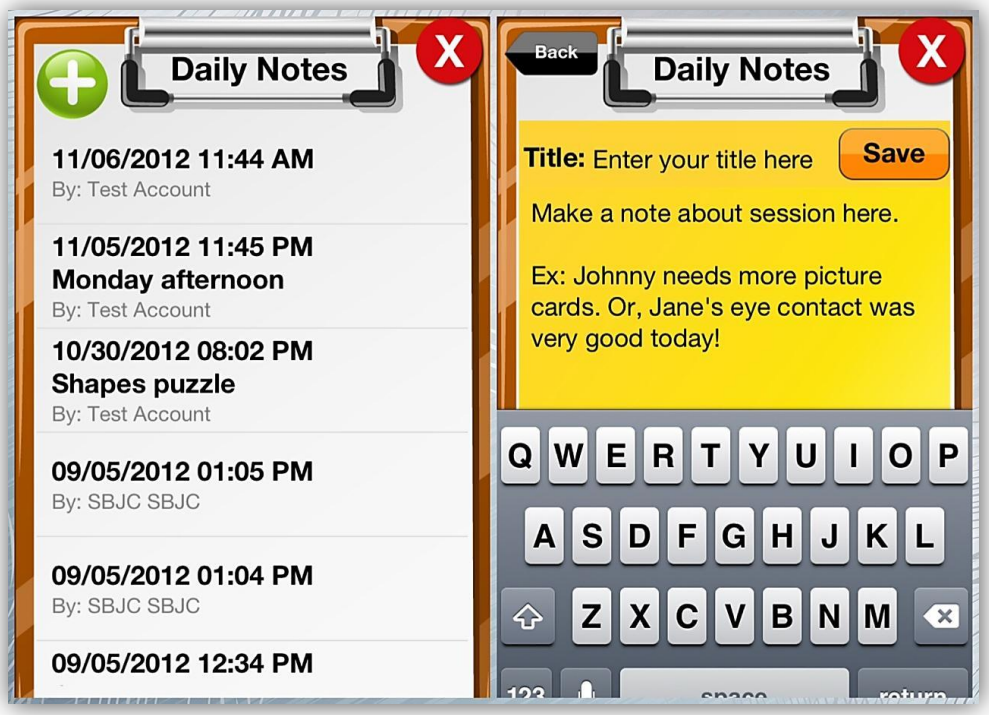
In the **Documentation** section, you can access notes, videos, and documents about your student.



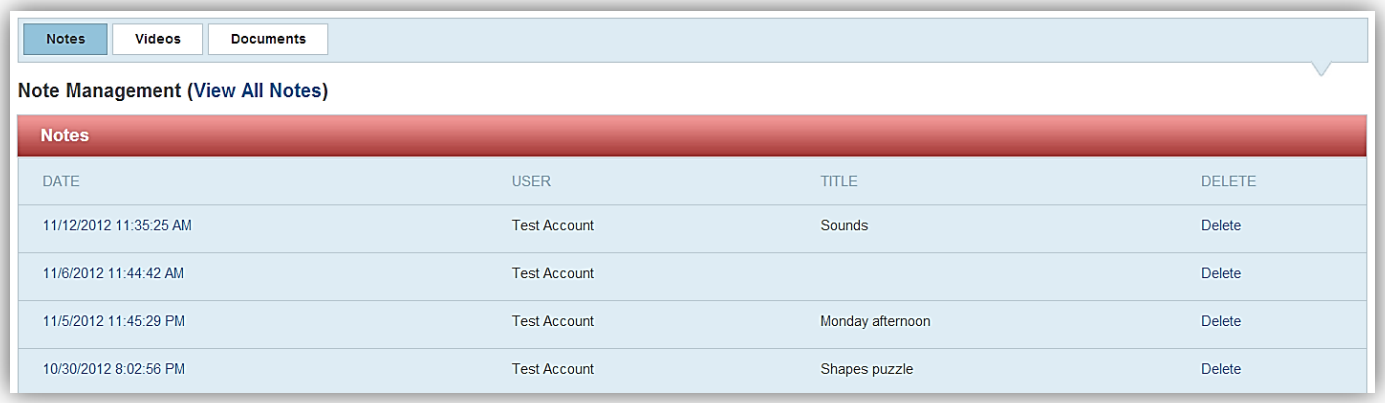
NOTES

Users can create session notes from the device, which are available for viewing both on the device itself and on the portal.

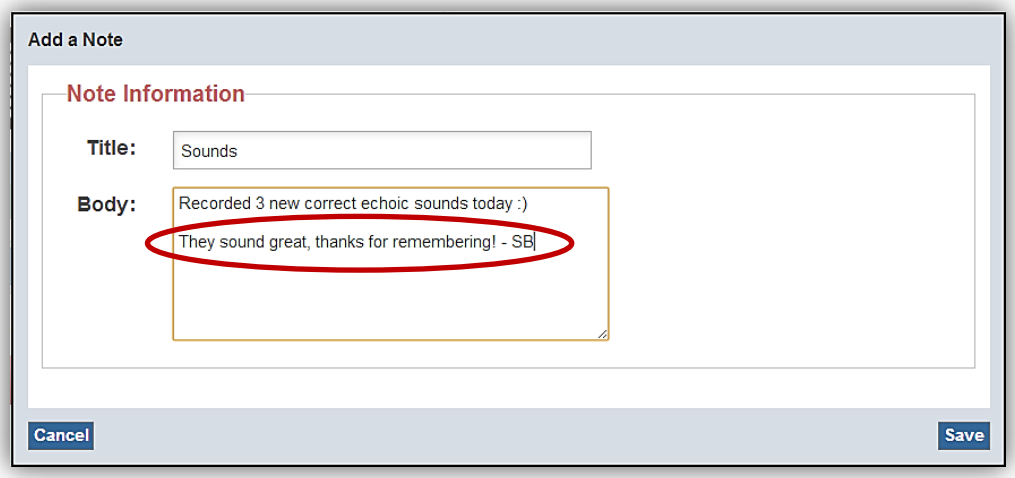
From the app, you can view a list of past session notes. Touch the green "+" to add a new note. Enter a title, and tap in the body of the screen to compose a note. Touch "save" to keep the note, or "back" to cancel/discard it. Catalyst will automatically timestamp and date the note for you!



A list of session notes, organized in descending order by date, is available on the Documentation tab, on the **Notes** sub-tab. You can also view information on a note, such as title and the user who composed the note. Click "view all notes" to review all session notes in one window. You may also delete session notes by clicking "delete."

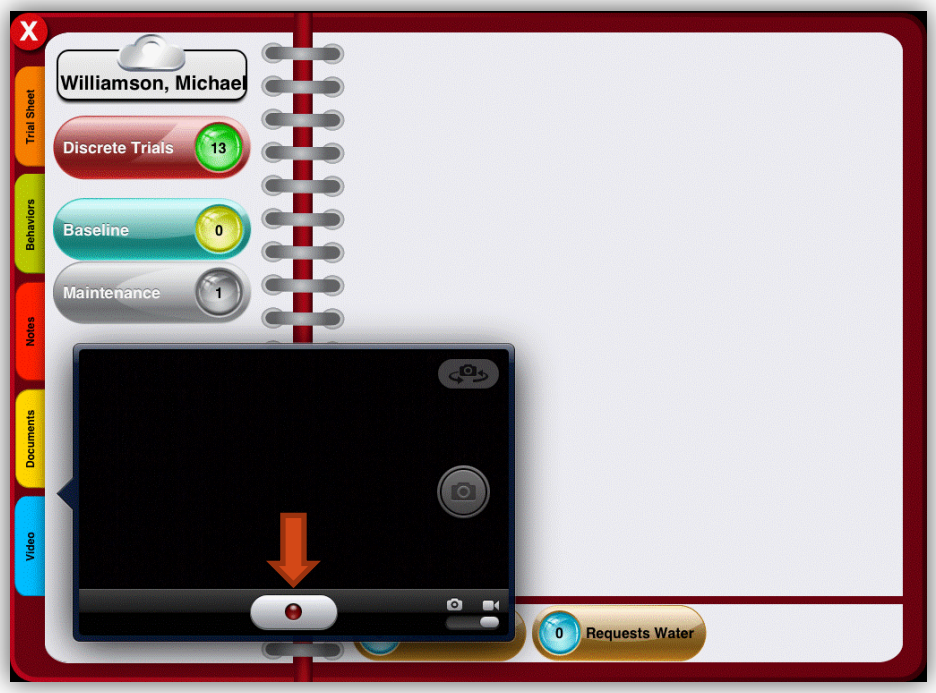


You can also make changes to notes from the portal by simply viewing them individually and typing inside the body of the note. The edited format will be displayed in-app as well.

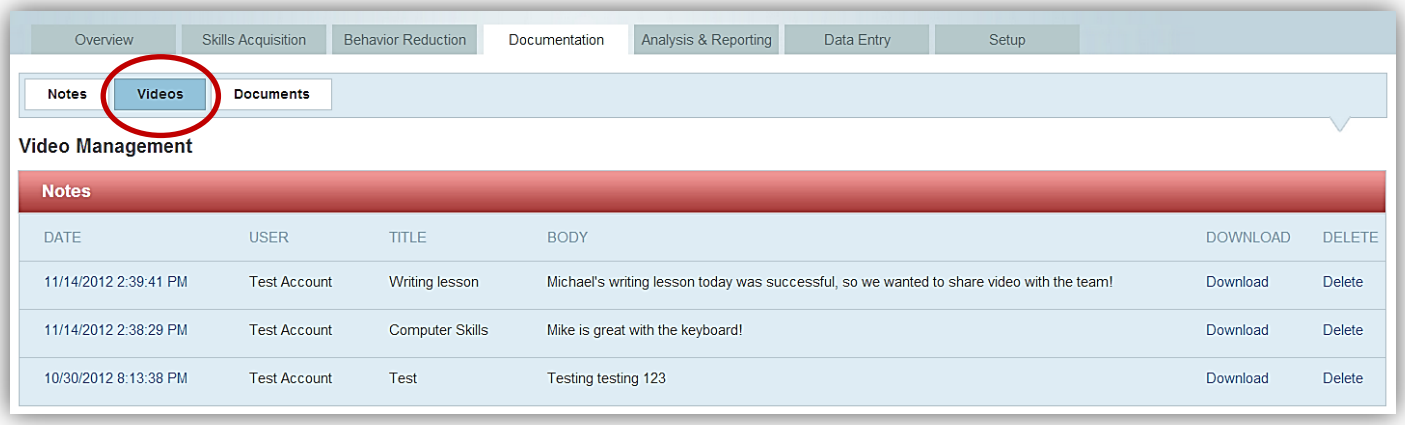


VIDEOS

You can create **videos** from the app by touching the **Videos** tab inside the student's notebook. When the video dialogue window appears, touch the button with the red circle to begin recording. The red circle will begin to blink while recording. When you are ready to stop recording, simply tap the button again. Select "use" to keep the video, or "retake" to take another **video** and discard the current one. Once you have entered a video title and description, choose "save" to upload your video to the portal. **Videos** are automatically dated and time stamped.

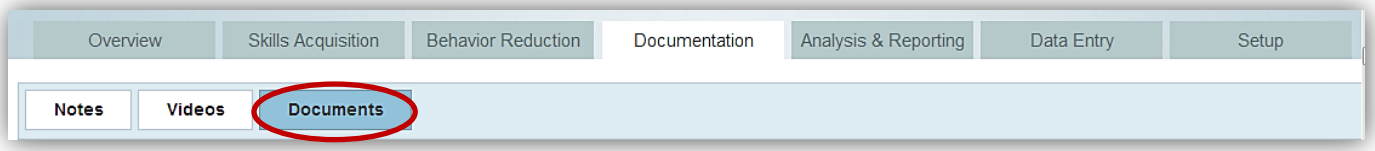


You can view **videos** from the portal by navigating to the Documentation tab, and clicking on the **Videos** sub-tab. You can save videos to your computer by clicking "download," or choose "delete" to remove videos completely from the portal.

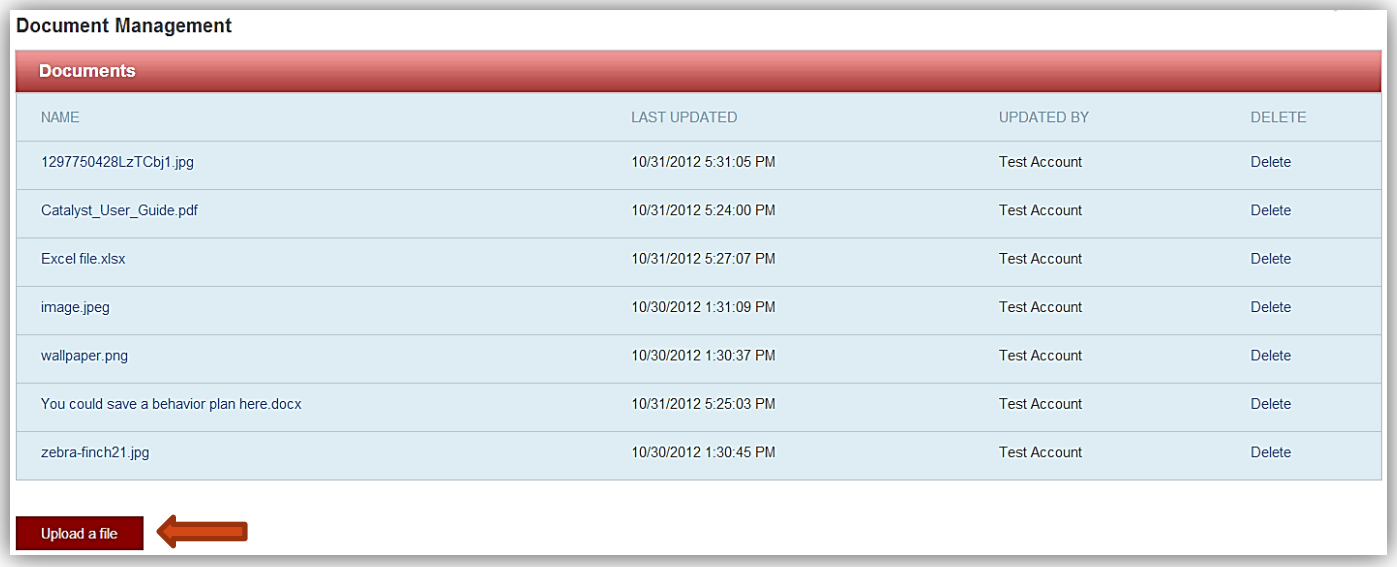


DOCUMENTS

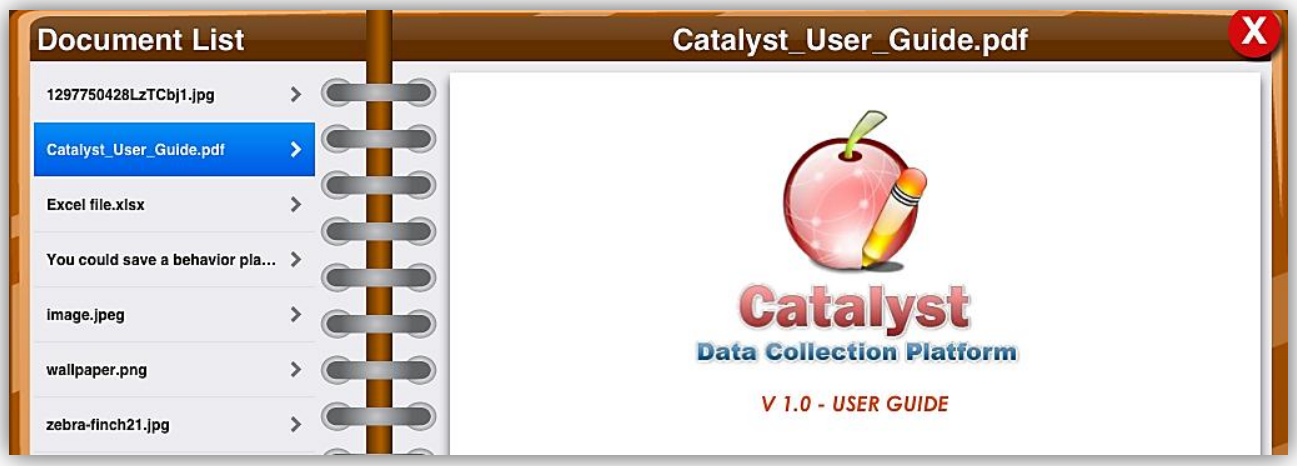
From the **Documents** sub-tab, you can upload documents that are accessible through both the portal *and* the app.



The following file types are supported for uploading: .pdf, .jpeg, .xls, .xlsx, .doc, docx, .png, .gif, .ppt. To upload a file from the **Documents** sub-tab, choose "Upload a file" and select a file.



Once uploaded, your file is available for your student's team on the portal. Additionally, users can access these files from the app! From your device, tap the Documents tab in the student's notebook, and choose your desired file from the Documents List on the left. The document will appear on the right.

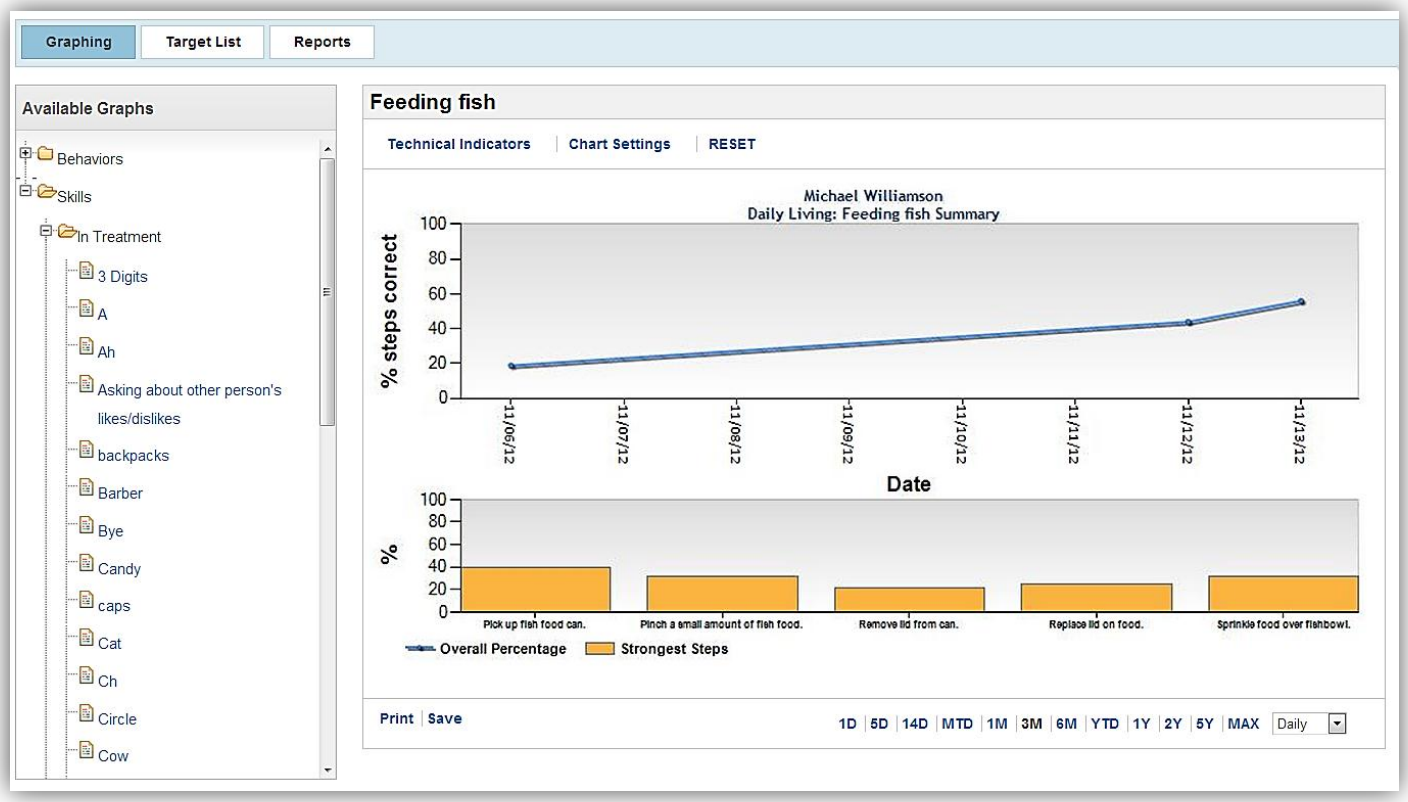


ANALYSIS AND REPORTING

In the **Analysis and Reporting** section, you will find in-depth, comprehensive information about your learner.

GRAPHING

The graphing section allows you to see ALL targets and behaviors in one convenient location. The tree on the left displays two main folders**: Behaviors** and **Skills**. Click on the **Behaviors** folder to view all list of behaviors available for scoring for the current student. The **Skills** folder is further organized by In Treatment (current targets) and Mastered sub-folders. The graphs for Behaviors and Skills, respectively, will appear on the right, once you select the item by clicking on its name in blue. You can continue to adjust the graphs by utilizing the chart options for each graph (technical indicators, chart settings, etc).



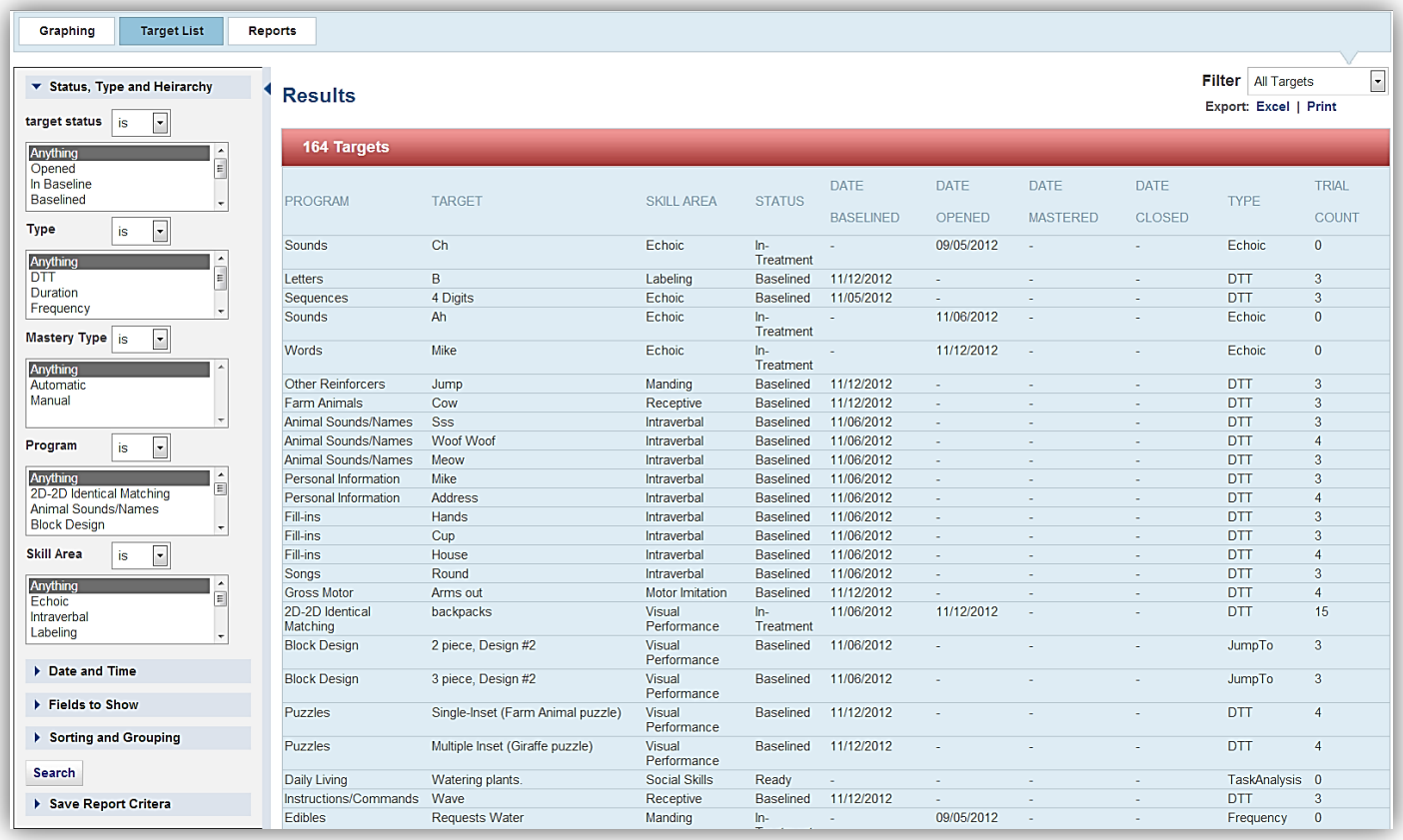
TARGET LIST

The **Target List** tab allows you to create filters to break down your target information by several categories (such as target type or skill area). You can create lists of targets that meet your specified criteria (such as mastered, in treatment, in baseline, or in a specific date range). You can also sort and group this information, and even save specific report criteria for future searches or to share with your team!

On the left menu, you can choose the qualifiers "is" or "is not" for **Status**, **Type**, **Mastery Type**, **Program**, and **Skill Area**. Under Date and Time, you have the option to specify dates for items opened, baselined and mastered. These can be viewed with the qualifiers "is," "is greater than," and "is less than." You can choose which columns to display on the right, by checking the desired boxes under Fields to Show. The Sorting and Grouping category allows you to sort your information in ascending or descending order based on your selection. To view

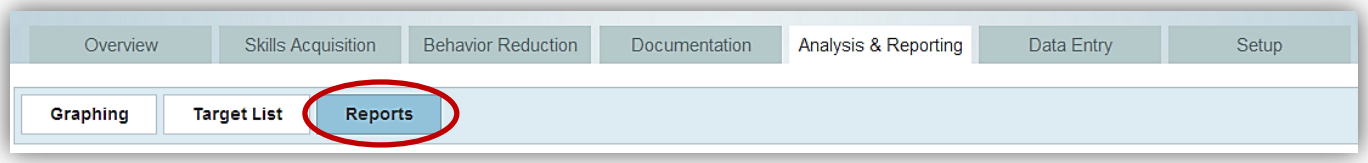
your results, click **Search**. If you wish to save your filter, you can do so under Save Report Criteria (ex: *Items Mastered This Month*) and click **Save**. By selecting Share with Team, your specific filter will be available for all members of your student's treatment team to view.

You can access predefined filters, as well as any of your saved custom-defined filters, from the dropdown on the top-right. Below that menu, you also have the option to export your information to an Excel™ file or to your printer.

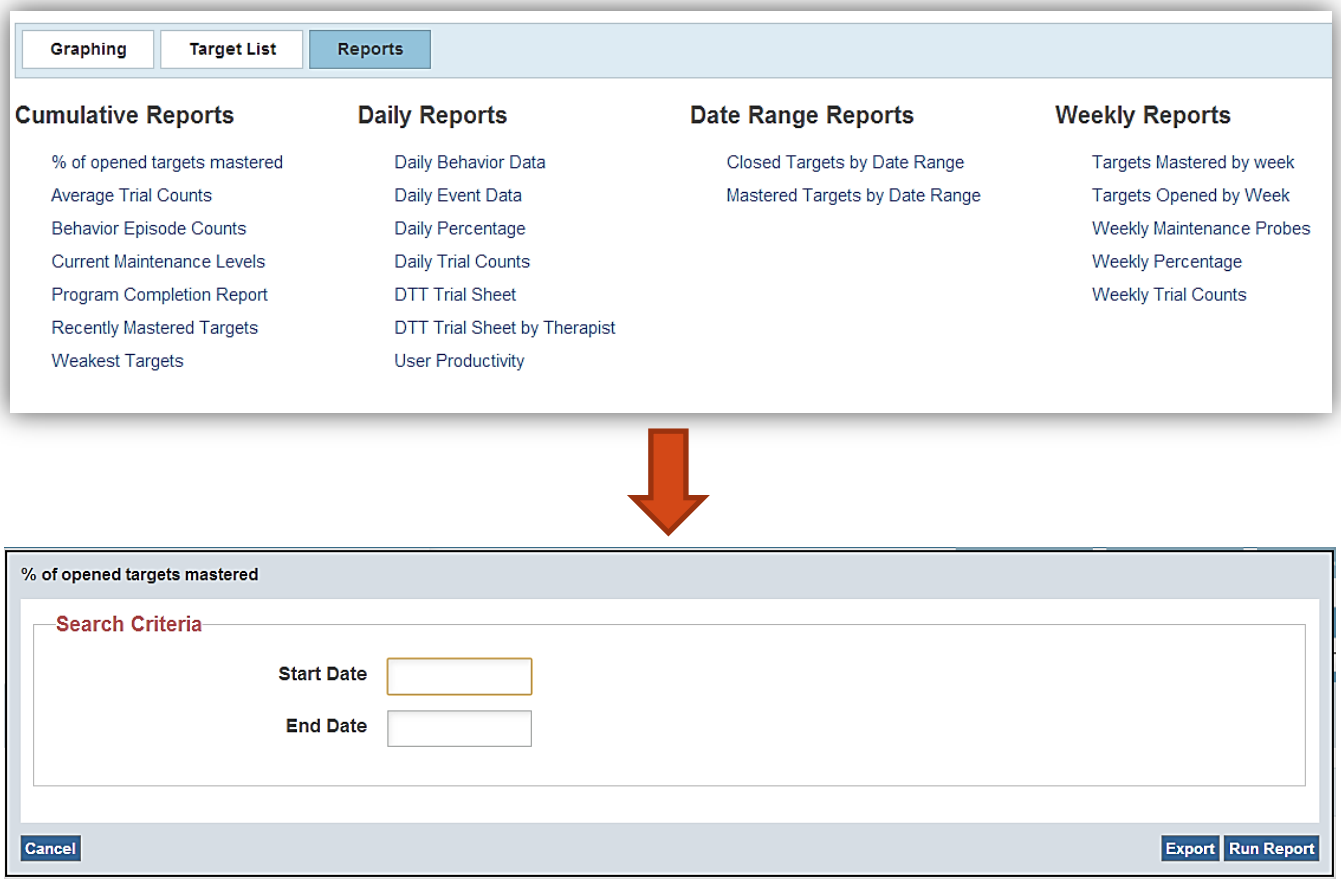


REPORTS

In the **Reports** section, you can easily generate reports detailing the progress of your student. You may select cumulative, daily, date range, or weekly reports – each with several sub-categories from which to choose!

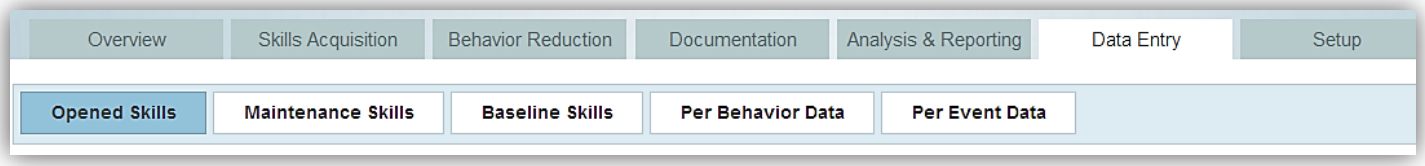


To generate a **report**, choose any of the report sub-types, and enter a date range. Once you've made your selections, choosing "run report" will produce your report. Clicking "export" will send your report into an Excel™ file.

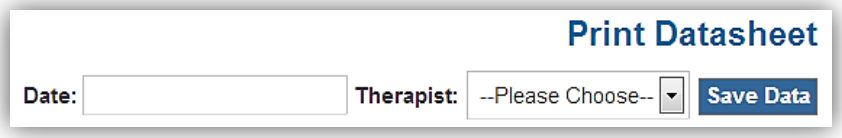

Graphing
Target List
Reports
Cumulative Reports
% of opened targets mastered
Average Trial Counts
Behavior Episode Counts
Current Maintenance Levels
Program Completion Report
Recently Mastered Targets
Weakest Targets
Daily Reports
Daily Behavior Data
Daily Event Data
Daily Percentage
Daily Trial Counts
DTT Trial Sheet
DTT Trial Sheet by Therapist
User Productivity
Date Range Reports
Closed Targets by Date Range
Mastered Targets by Date Range
Weekly Reports
Targets Mastered by week
Targets Opened by Week
Weekly Maintenance Probes
Weekly Percentage
Weekly Trial Counts
% of opened targets mastered
Search Criteria
Start Date
End Date
Cancel
Export
Run Report

DATA ENTRY

While the primary source of data collection for Catalyst is your device, you also have the option to enter data manually. You can enter **Skills Acquisition** data for targets in any state (opened, maintenance, or baselined), or for **Behavior** data (per behavior or per event).



In the upper-right corner of each data entry form, you will find a link which will provide you with printable data sheets for each of the five sub-sets of data entry. You will also find a field to enter the date, and a drop-down menu which will allow you to select the therapist which recorded the original data. *To successfully enter data, you must complete these two forms before you save.*

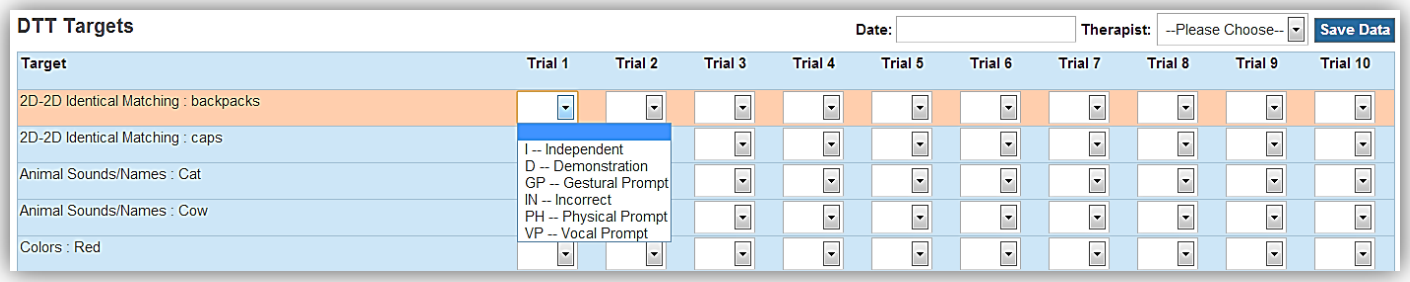


MANUALLY ENTERING SKILLS DATA

All currently in-treatment targets are listed under the **Opened Skills** section. You can enter maintenance data on the **Maintenance Skills** sub-tab, and record baseline data on the **Baseline Skills** sub-tab.

DTT TARGETS

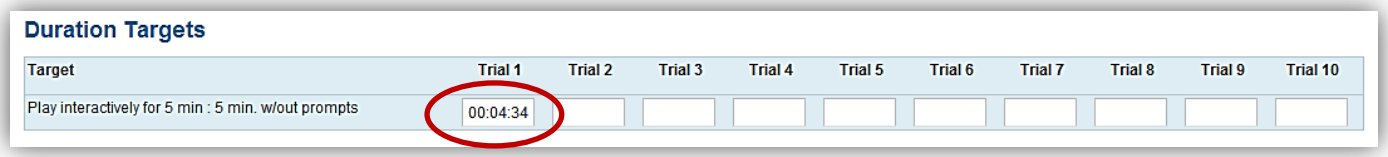
At the top of each list, you will see your DTT Targets. To record your data, choose the corresponding prompt level from each dropdown for each trial.



> ***Note:*** *The target data input screen only has dropdowns for 10 trials and one therapist at a time. If you need more than 10 trials, or more than one therapist, you can divide your targets up, enter the first batch, click save, then enter the second.*

DURATION TARGETS

Duration targets should be entered in **hh:mm:ss** format. For example, if the duration for a target recorded was 4 minutes and 34 seconds you should enter it as **00:04:34.**



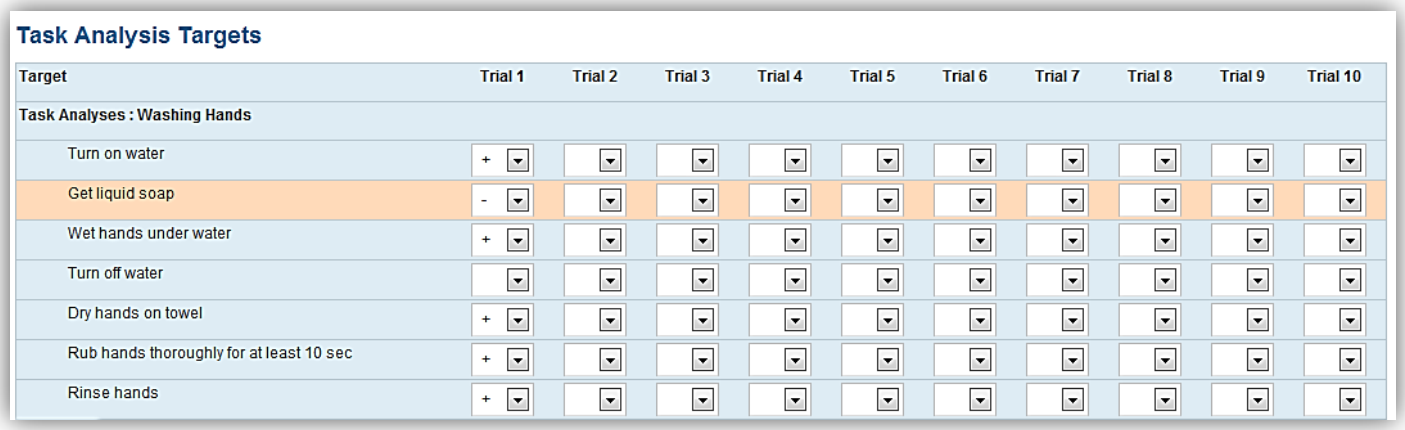
> ***Note:*** *Duration targets only have fields for 10 trials and for one therapist at a time. If you need more than 10 trials or more than one therapist, you can divide your targets, enter the first batch, click save, then enter the remaining data.*

FREQUENCY TARGETS

Frequency targets allow you to record a number (or tally) for the day. To do so, enter the daily total for each target by selecting the correct amount from the drop-down menu beside the item.

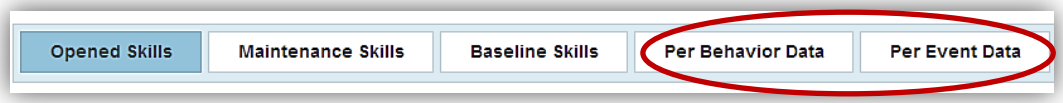
TASK ANALYSIS TARGETS

Task analysis targets are displayed by step. To record data for each trial, enter whether the step was correct (+) or incorrect (-). If no data was recorded for a step, the field should remain blank.



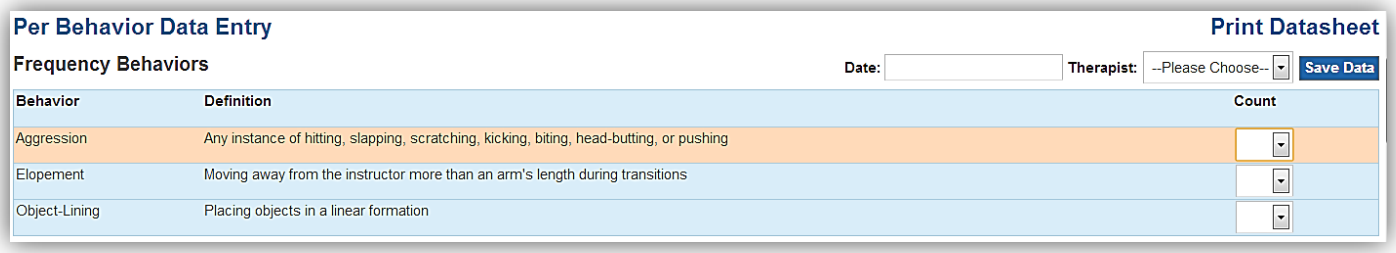
MANUALLY ENTERING BEHAVIOR DATA

All frequency and duration behaviors currently targeted for treatment are listed on the **Per Behavior Data** sub-tab. You can enter episodic behavior data on the **Per Event Data** sub-tab.



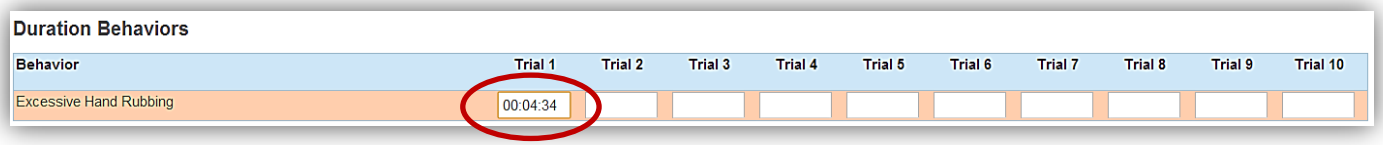
FREQUENCY BEHAVIOR

To record your Frequency Behavior data, enter the daily total for each behavior by selecting the correct amount from the drop-down menu.



DURATION BEHAVIOR

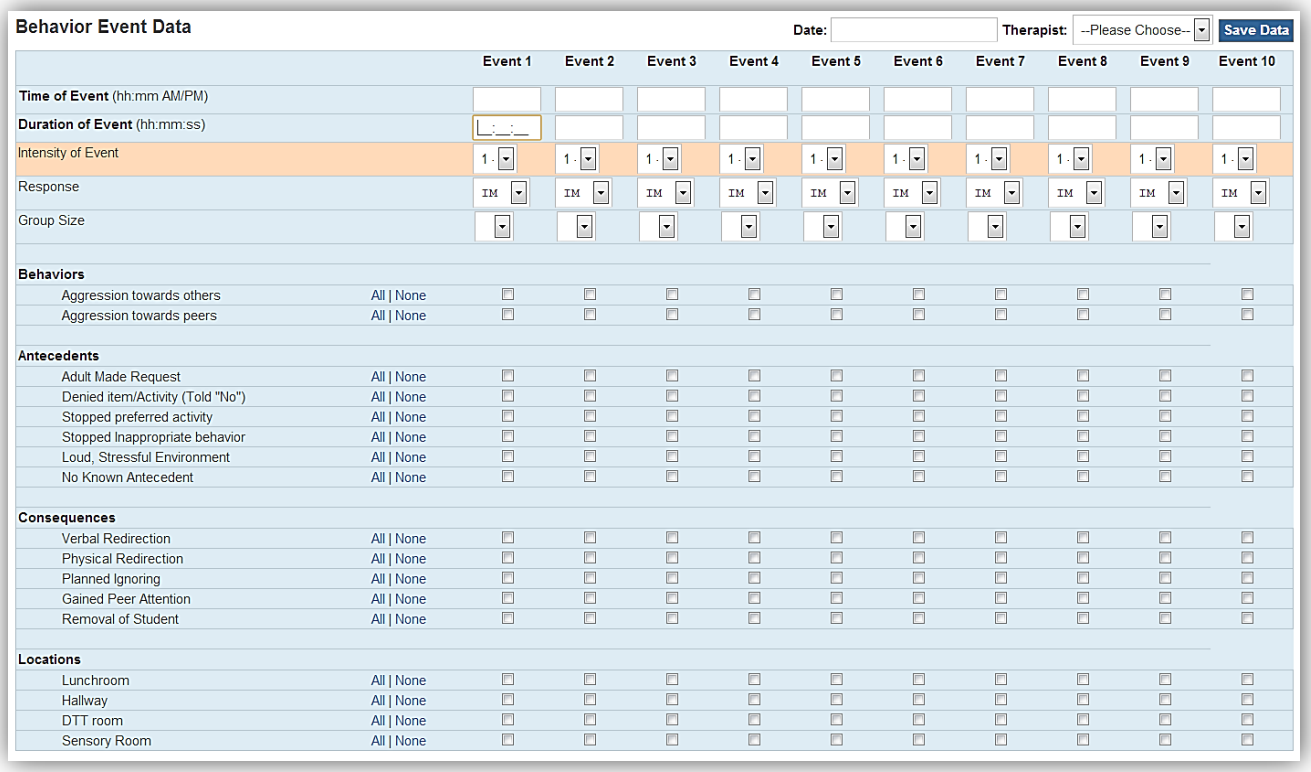
Duration Behavior data should be entered in **hh:mm:ss** format. For example, if the duration of a behavior was 4 minutes and 34 seconds, you should enter it as **00:04:34.**



> ***Note:*** *Duration behaviors only have 10 fields for one therapist per screen. If you to record more than 10 behavior durations or more than one therapist, you can enter the first batch, click save, then enter the remaining.*

EVENT BEHAVIOR

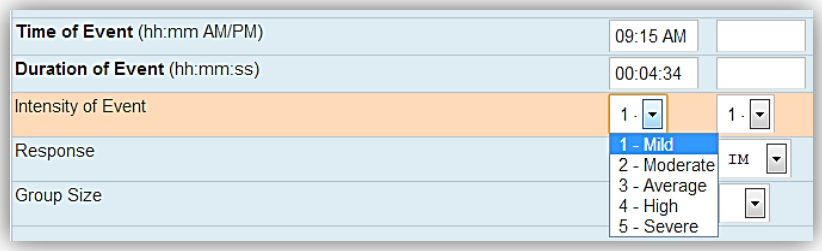
Behavioral Event data can be entered on the **Per Event Data** sub-tab, and allows you to record each dimension that you would during a behavioral episode on the app.



Time of Event should be entered in **hh:mm AM/PM** format. For example, if a behavioral event occurred at 9:15 am, you should enter it as **09:15 AM.**

Duration of Event should be entered in **hh:mm:ss** format. For example, if the duration of a behavior was 4 minutes and 34 seconds, you should enter it as **00:04:34.**

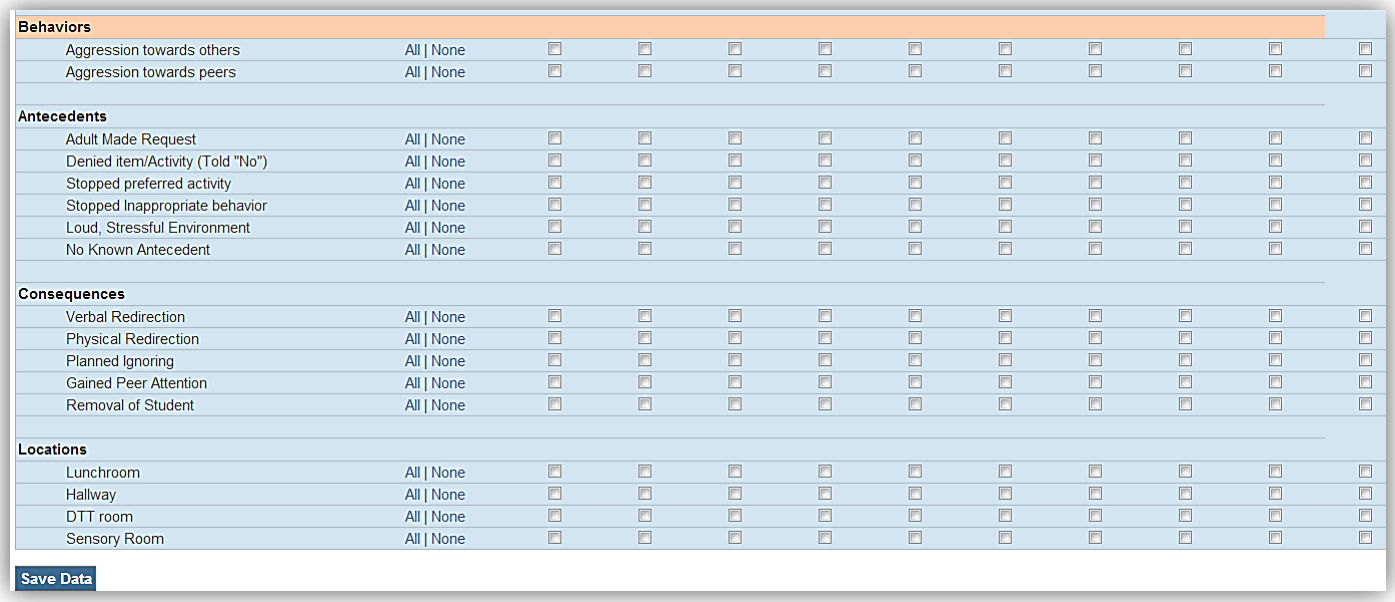
Intensity of Event can be reflected for the episode by selecting the corresponding choice from the drop-down menu.



Response can also be reflected from a drop-down menu, and users can make selections based on the student's overall response to the behavioral treatment following the initial behavior.

Group Size can be indicated from a drop-down menu as well.

Behaviors, Antecedents, Consequences, and Locations can be recorded for each event by checking the corresponding boxes for each event. Selecting "All" will enter a particular behavior across all 10 events on the form, whereas selecting "None" will deselect a particular behavior across all events.

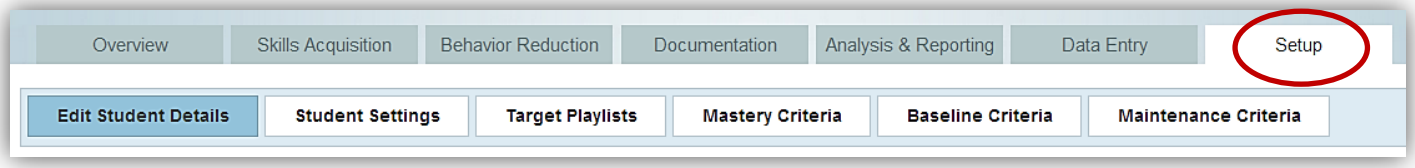


Behaviors											
Aggression towards others	All | None	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Aggression towards peers	All | None	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Antecedents											
Adult Made Request	All | None	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Denied item/Activity (Told "No")	All | None	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Stopped preferred activity	All | None	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Stopped Inappropriate behavior	All | None	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Loud, Stressful Environment	All | None	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
No Known Antecedent	All | None	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Consequences											
Verbal Redirection	All | None	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Physical Redirection	All | None	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Planned Ignoring	All | None	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Gained Peer Attention	All | None	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Removal of Student	All | None	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Locations											
Lunchroom	All | None	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Hallway	All | None	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
DTT room	All | None	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Sensory Room	All | None	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Save Data

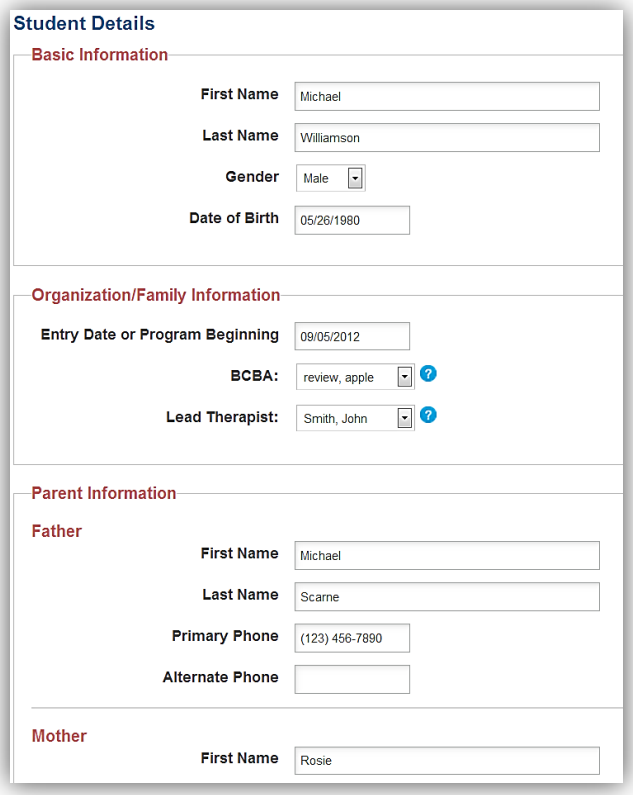
STUDENT SETUP

On the **Setup Page**, you will find six tabs: **Edit Student Details**, **Student Settings**, **Target Playlists**, **Mastery Criteria**, **Baseline Criteria**, and **Maintenance Criteria**. The first tab, **Edit Student Details** allows you to enter contact information about the student, organization and the student's primary caregivers. The **Student Settings** tab allows you to control and manipulate DTT Session Settings, Prompt Delay Settings, Interval Recording Settings, and other student-specific settings. The **Target Playlists** tab allows you to manage the content of your student's playlist groupings. The **Mastery Criteria** tab allows you to enter information about the mastery criterion for the student. The **Baseline Criteria** tab allows you to enter information about the baseline criterion for the student. The **Maintenance Criteria** tab allows you to enter information about the maintenance criterion for the student. These criterion levels will only apply for the student listed and require you to enter in the criterion for each student.



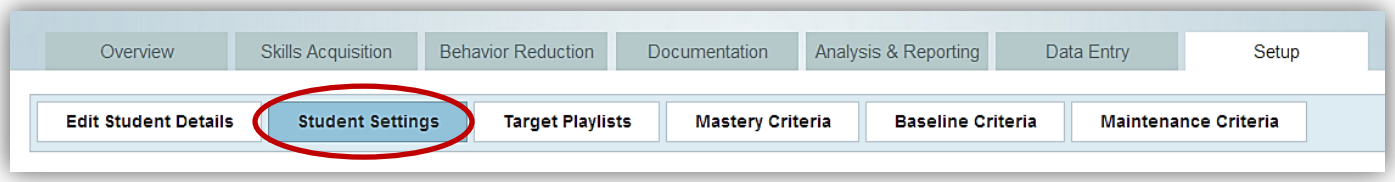
EDIT STUDENT DETAILS

The student details section allows you to view and edit a student's demographic information. **Basic information** and **Organization Information** are all required fields. Utilizing the **Parent Information** fields are optional. After all information is entered, click **Save Changes**.

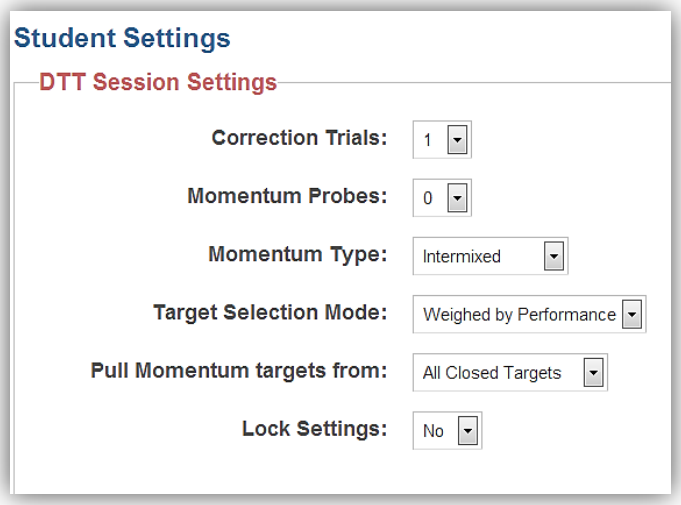


STUDENT SETTINGS

The **Student Settings** tab will help you customize various controls for each student. You can control DTT Session Settings. Prompt Delay Settings, Interval Recording Settings, and more.



DTT SESSION SETTINGS



Correction Trials - Choose the number of identical and consecutive correction trials to be presented following a prompted response. A correction trial is a trial presented immediately after a prompted trial, and the notion is that learners may often perform better on correction trials, thus providing an opportunity for differential reinforcement.

Momentum Probes - Choose the number of previously mastered tasks/trials to be presented preceding each current acquisition target during a teaching session.

Momentum Type - Choose the type of momentum targets—Intermixed, Suggested or Multiple Scored—and define the number of and manner in which behavioral momentum probes will present prior to acquisition targets during a DTT session. When using Intermixed type, after scoring a particular target, the next target that pops up, will be *one defined behavioral momentum target*. When using Suggested type, after scoring a particular target, a new page with a list of 10 momentum targets will be listed for *reference only*. When using Multiple Scored type, after scoring a particular target, a new page with a list of 10 momentum targets will be listed and *any of them can be scored as maintenance*.

Target Selection Mode - Choose the manner in which targets are presented during a DTT session—Random, Weighted by Performance, or Ordered. When using Random selection, all targets selected for the DTT session are presented in a traditionally random order. When using Weighted by Performance selection, targets are presented based on their current "weights," which are computed based on student performance and trial

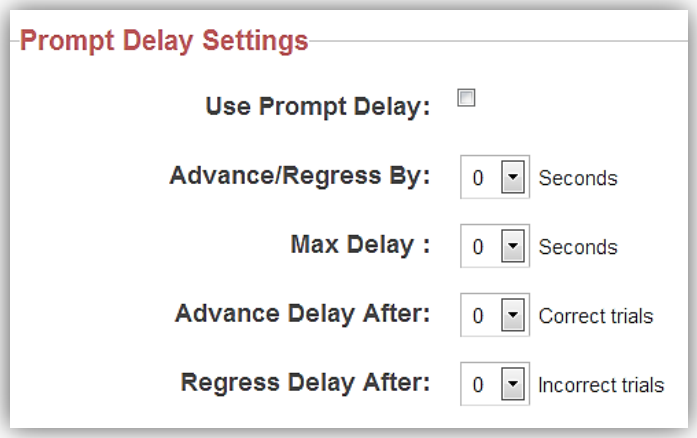
counts. Targets on which students are having most difficulty AND the least practice become increasingly likely for selection. When using Ordered selection, all targets selected for the DTT session are presented in a specific, user-chosen order.

Pull Momentum Targets From - This setting allows you to select from where your momentum targets will be pulled. Choosing momentum targets from All Closed Targets will select momentum probes from both previously mastered *and* manually closed targets. Choosing momentum targets from All Mastered Targets will select momentum probes from item that the students have previously met mastery criteria. This includes a student's Maintenance A items, Maintenance B items, and Generalization items. Choosing momentum targets from the Maintenance A list will only pull momentum probes from those items currently on the Maintenance A list. Likewise, choosing momentum targets from the Maintenance B list will only pull momentum probes from those on the Maintenance B list. Choosing momentum targets from the Generalization list selects momentum targets that have surpassed Maintenance A and B lists, and progressed into a student's generalization list.

Exclude Targets From - When the option to pull momentum targets from All Mastered Targets is selected, you will also have the choice to exclude momentum targets from being pulled from any one of the other maintenance lists. When a list is selected here, the items appearing on it will not be pulled for momentum items within sessions.

Lock Settings - Choosing "yes" will render users unable to modify these settings via the app. Choosing "no" will allow users to make changes to these settings in session from the device.

PROMPT DELAY SETTINGS



Prompt delays indicate the amount of time that elapses between the instructor's initial demand and the delivery of the teaching prompt. These notes will be displayed for the instructor under the SD.

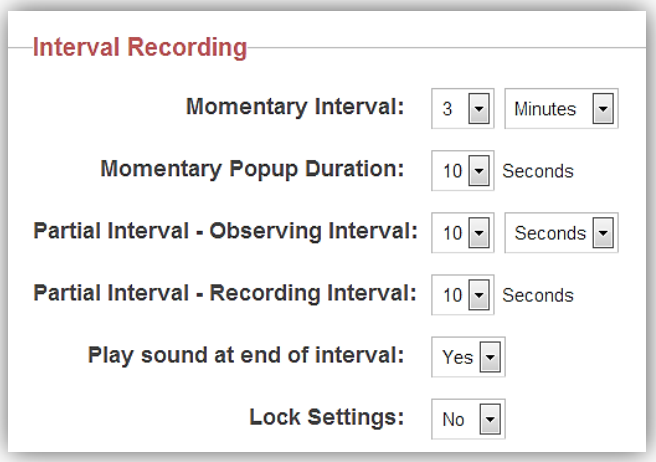
Advance/Regress By - Choose the number of seconds by which you want to either advance or regress your prompt delay, once it reaches (or fails) mastery. This will be the difference in time between your delay interval levels.

Max Delay - This setting controls the maximum number of seconds by which the instructor delays the delivery of their prompt if the student does not independently respond. Set it higher to increase the number of seconds in this delay interval (thereby, giving the student more time to respond to the instruction).

Advance Delay After - Choose the number of consecutive *correct* trials after which you wish the prompt delay to *increase*.

Regress Delay After - Choose the number of consecutive *incorrect* trials after which you wish the prompt delay to *decrease*.

INTERVAL RECORDING



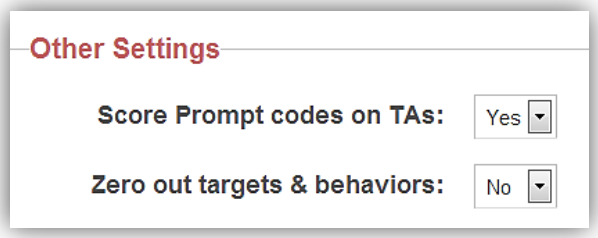
Momentary Interval - Choose the amount of time *between* your momentary interval recording popups.

Momentary Popup Duration - Choose *how long* your momentary interval recording window will stay open and available to take data. The scoring window automatically closes after this interval is complete. If the observer does not score anything during the time in which the popup is open, there is no data stored for that momentary interval.

Partial Interval – Observation Interval – Select the amount of time in which you'd like your Observation Interval to be, when taking Partial Interval behavior data. This is the amount of time in which you wish instructors to have to *observe* the behavior in question.

Partial Interval – Recording Interval - Select the amount of time in which you'd like your Recording Interval to be, when taking Partial Interval behavior data. This is the amount of time in which you wish instructors to have to *record* whether or not the behavior(s) occurred within the preceding Observation Interval.

OTHER SETTINGS



Score Prompt Codes on TAs - When the option to "Score Prompt Codes on TAs" (Task Analyses) is set to *yes*, users can take data on the prompts that they use to obtain student responding, and data can be graphed correspondingly. When this feature is set to *no*, TA steps are scored as yes/no items only.

Zero Out Targets and Behaviors - Based on student attendance, Catalyst has the ability to add "zero" data points to select targets & behaviors. This feature can be helpful in making sure your graphs are reflective of days in which the student was present, but did not exhibit any behaviors.

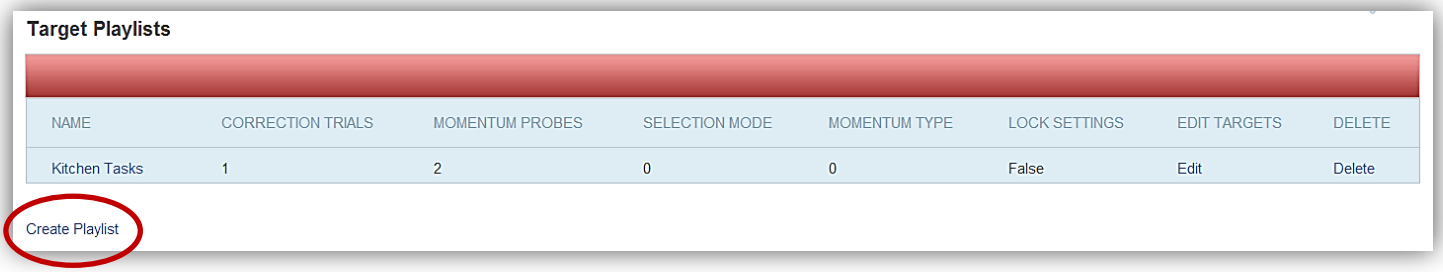
TARGET PLAYLISTS

Target Playlists are convenient ways to group items that users can customize to suit students' individual needs and/or therapists' preferences.

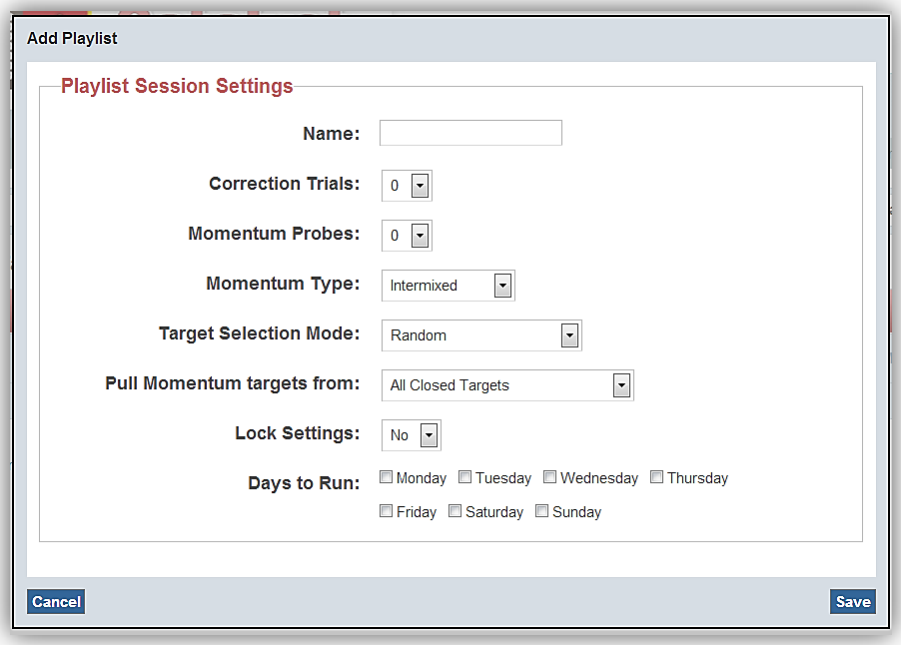
One useful way to group targets into a playlist is by *location* – for example, *Kitchen Tasks*. Such a playlist could include targets from across several skill areas such as Fine Motor (opening jars), Daily Living (cleaning table), Task Analysis (making sandwich), and Receptive Language (identifying refrigerator). This way, instructors can access all the relevant targets in one easy-to-find list on the app.

Another method is grouping by *materials needed*. For example, you could create a *Matching Items* playlist. You might include all your 2D-2D, 3D-2D, 2D-3D, and 3D-3D matching demands in such a playlist (even considering identical and non-identical, based on your preferences). Instructors could gather all the matching materials at one time, pull up the matching playlist, and begin teaching. This way, the materials would all be present and ready, as would the targets.

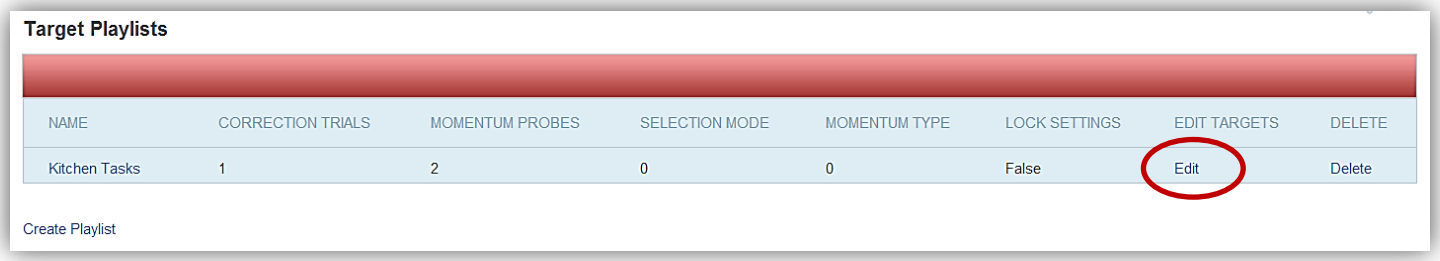
To build a **Target Playlist**, choose Create Playlist from the Target Playlist tab.



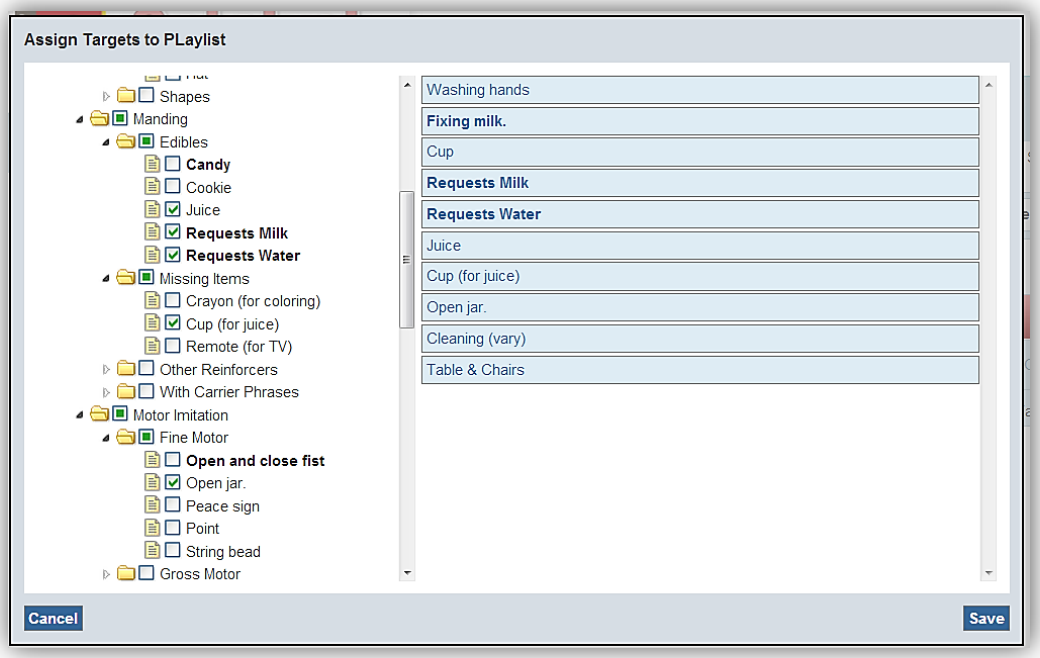
Fill in the fields provided to get started. Select "yes" from the Lock Settings drop-down menu to create a playlist that cannot be altered from within the app (on the device). Select which days you would like the playlist to appear by checking the boxes next to the corresponding days of the week.



Once you have created a Target Playlist, you'll need to add items to it. To do this, select Edit from the playlist's row.



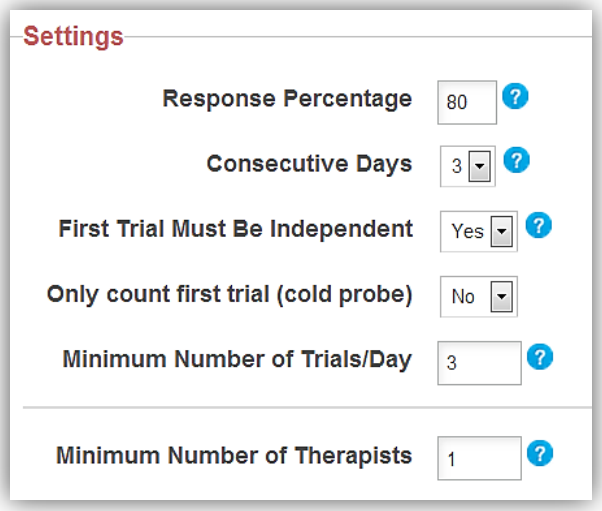
Next, choose items from the file tree on the left. Checking target boxes will show them on the right. Items in bold are currently in treatment or on-hold, while those not in bold are mastered. Users can move the playlist targets in the order that best suits them by simply clicking and holding an item, then dragging it to the desired position in the list.



After clicking Save from this menu, your items will appear in a playlist on the app, under the **DTT Session** button.

MASTERY CRITERIA

When a student case is created, his/her mastery criteria is automatically created with a default set of values. To make changes to these default values or to alter the student's mastery criteria at any time, information can be added to the following fields.

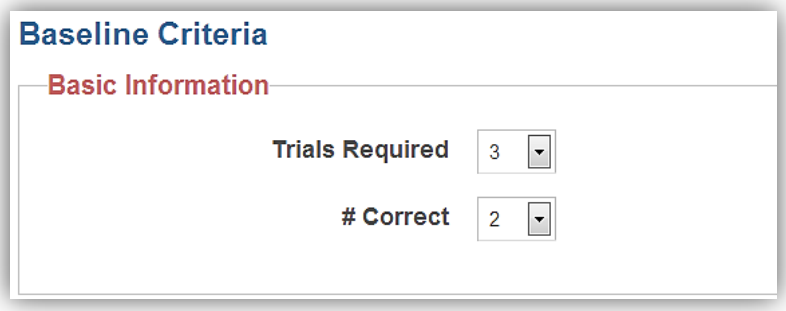


- **Response Percentage** - Divides the number correct responses per day by the number of trials per day. If the percentage is greater than or equal to this value, then this criterion is met.
- **Consecutive Days** - The number of consecutive days that ALL other criterion must be met.
- **First Trial Independent** - Choosing YES here indicates that the first trial of the day must be independent/ correct for mastery to occur.
- **Only Count First Trial** – Select "yes" for this item if you wish to rely on cold probe data only.
- **Minimum Number of Trials** - Requires that a specific number of trials need to be conducted per day in order for a target to be mastered.
- **Minimum Number of Therapists** - Requires that a specific number of therapists record data during the day in order for a target to be considered mastered.

BASELINE CRITERIA

Similar to mastery criterion, **Baseline Criteria** allows you to specify the criterion that needs to be met to move a target out of baseline. The criterion is as follows:

- **Trials Required** - Indicates how many trials of the target skill must be collected in order to move the target out of baseline.
- **# Correct** - Indicates how many trials must be correct for the target to be considered mastered.



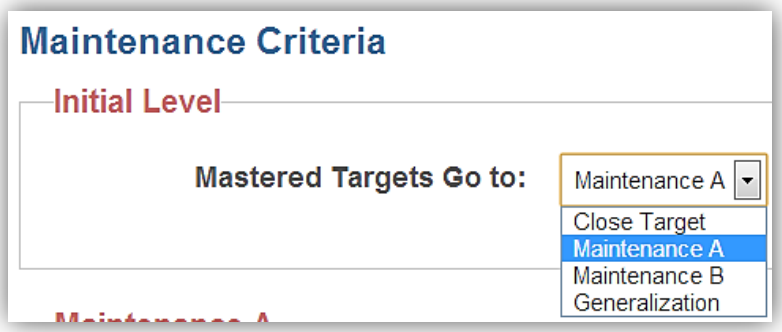
Based on these user-defined values, after baseline data has been collected on a target it will be classified as either **failed** or **mastered** in baseline.

- **Failed in Baseline** – The number of trials required for baseline was met; however the number of trials correct was not met. Once a target fails baseline, it will no longer allow for baseline data collection and will be available to open for acquisition data collection.
- **Mastered in Baseline** – The number of trials required for baseline was met and the number of trials correct was met. Once a target masters out of baseline, it will no longer allow for baseline data collection and will go directly into maintenance if specified.

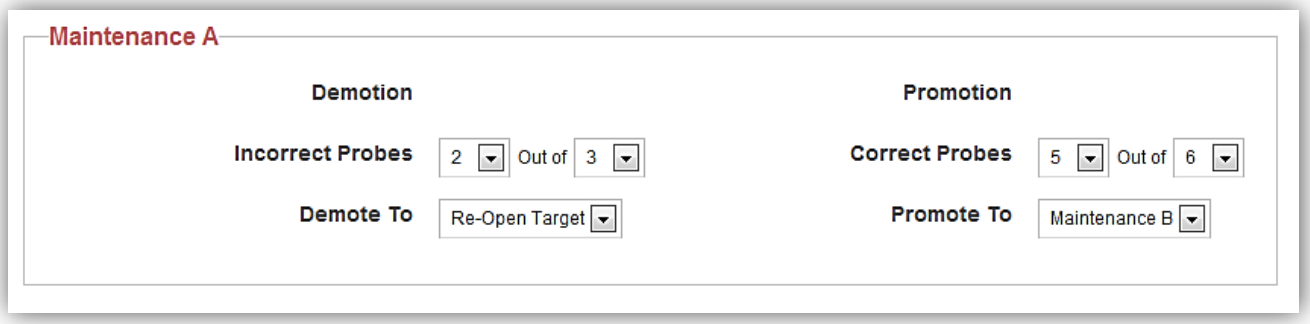
MAINTENANCE CRITERIA

After a target has been mastered, it can be assigned to maintenance. In maintenance, you can select an interval on which to assess the target to ensure a student maintains the skill. Maintenance levels and intervals are defined for the whole organization **(See Administration).** Based on these levels, you can define how a specific student's targets will move through the various defined Maintenance levels.

Maintenance Criteria will always need an initial maintenance level. This will be the level that the target will enter first when it is mastered out. By default, when a student is created, mastered targets will be set to close and no maintenance will be run. You can easily change these default settings by editing the criteria in the Student Settings section. If you do not want to use the maintenance part of Catalyst, choose **Close Target** option, and targets will automatically be closed upon mastery. Choosing a specific maintenance level will put all targets into that level upon mastery.



For each maintenance level that your organization has defined, you can specify the criteria that will need to be met to move to and from different levels.



Targets can either be Promoted or Demoted from a specific maintenance level based on the criteria entered. For promotion, targets must have x out of y *correct* probes where x is the correct probes and y is the number of probes that must take place. If consecutive probes are desired, the numbers should be the same. If this is met,

targets will move to the level specified in the **Promote To** dropdown. If you wish for a target to be closed after being successful in this level, you can choose the **Close Target** option.

For demotion, targets must have x out of y *incorrect* probes, where x is the incorrect count and y is the number of probes that must take place. If consecutive probes are desired, the numbers should be the same. If this is met, targets will move to the level specified in the **Demote To** dropdown. If you wish for a target to be re-opened after being un-successful in this level, you can choose the **Re-Open Target** option.

USING THE IPAD

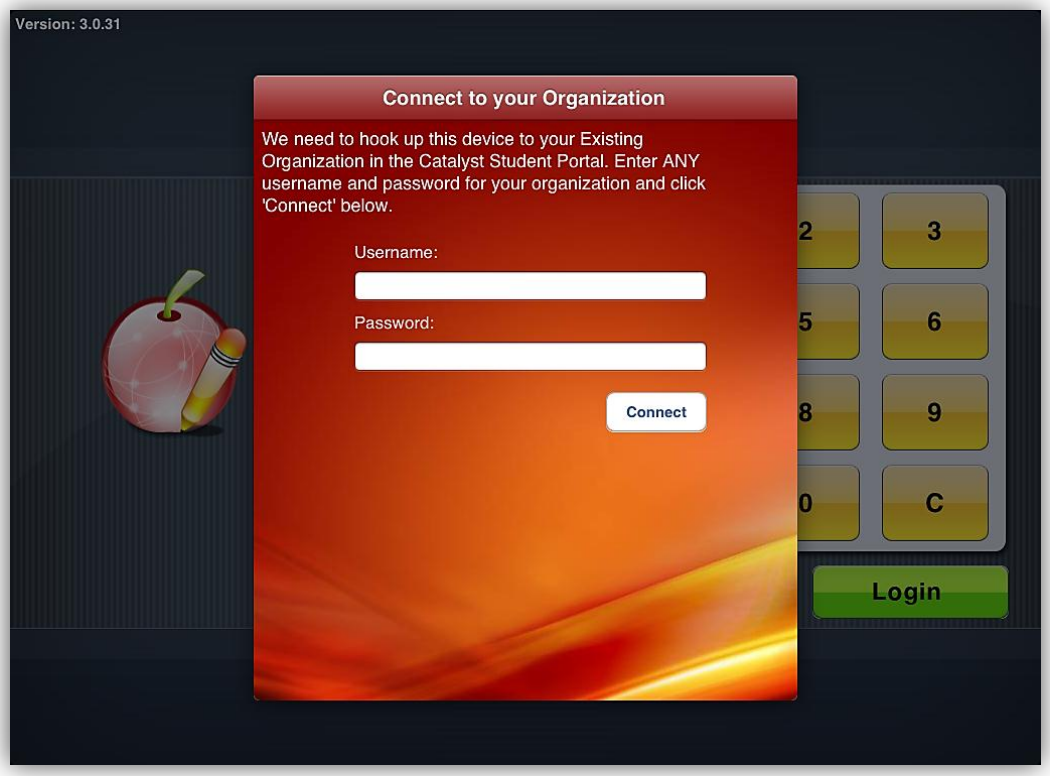
The following is an overview of navigating the application on your iPad. Once everything is set up, you can login to the device and begin collecting data on your students.

REGISTERING YOUR DEVICE

After downloading the app from the iTunes store, launch the app. Once installed, the app will need to be registered to your organization. This will allow you to begin collecting the data on the iPad. In order to begin collecting data on the device you first have to set up a student profile in the portal at https://secure.datafinch.com. Enter your username and password; then tap **Register**.

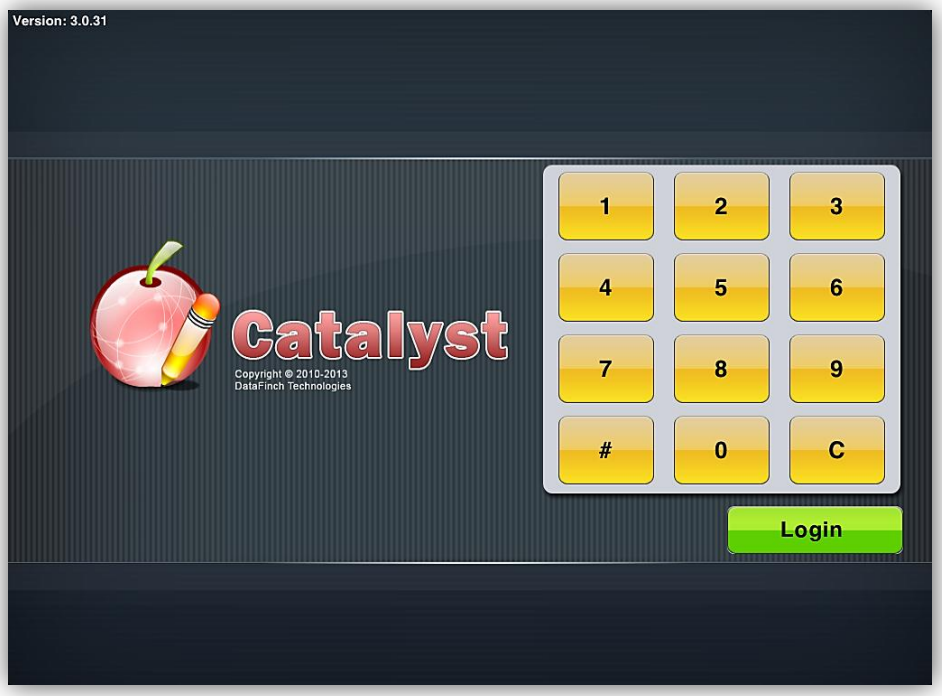
> ***Note about Usernames:*** *Your username in Catalyst will be composed of your organization's username prefix followed by a period (.) and your unique name. Example: "**keystone.jwilliams**" (**keystone** is the organization's prefix, and **jwilliams** is the specific user's name).*

If you have forgotten your username or password, please contact your administrator or Catalyst Support at support@datafinch.com or at (877) 504-7445.



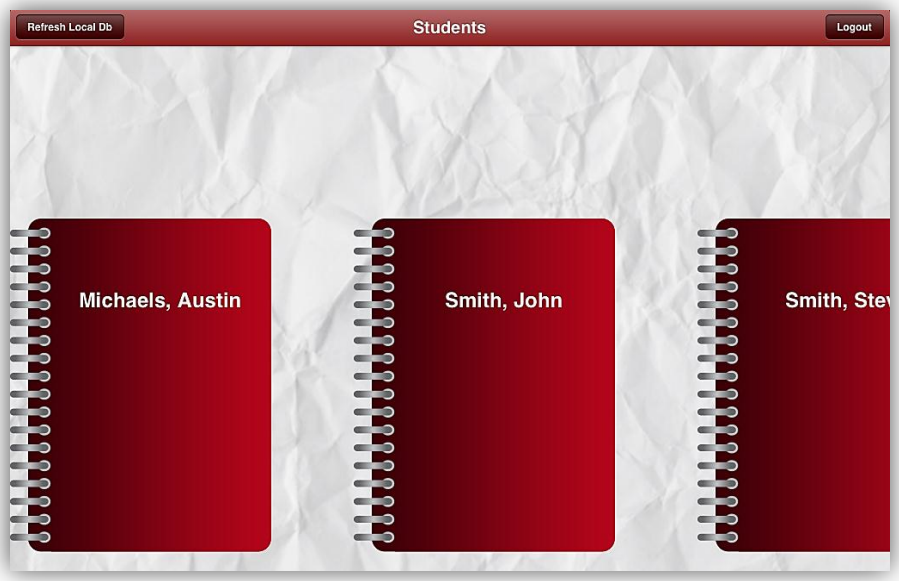
LOGGING IN

Catalyst makes it easy for therapists and parents to log into the device. Once registered, all you need is your 6-digit PIN. To log in using your PIN, enter the PIN and tap **login**. If you make a mistake, you can tap **C** to clear the entered pin.

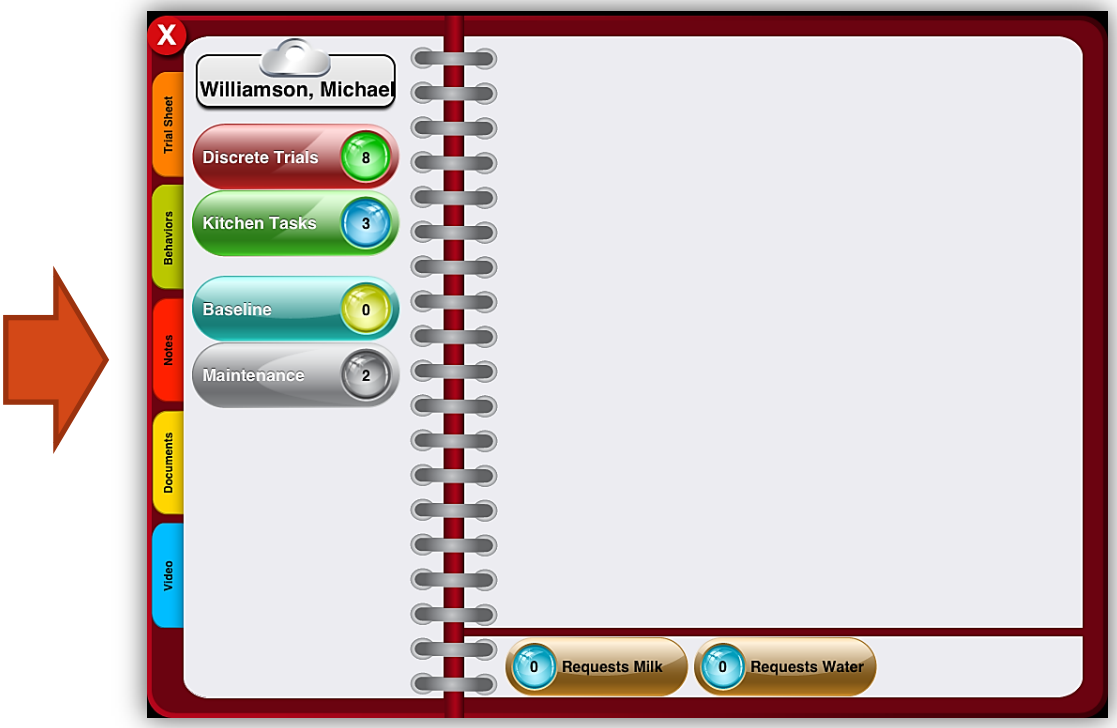


VIEWING STUDENT CASES/NOTEBOOKS

Once logged in, you will be presented with the **Notebook Selection Screen**. From here you can view individual students, or tap **Logout** to return to the login page. Each notebook represents a single student in the registered organization. Tap the student's notebook on which you intend to collect data. Once you have selected and opened a student notebook, you can return to the **Notebook Selection Screen** at any time by pinching the screen with two fingers.



Once you select an individual student's notebook, the specific tasks for that student will be available for viewing. On the left side of the student's page, you will find five tabs labeled **Trial Sheet**, **Behaviors**, **Notes**, **Documents**, and **Video**. These tabs will provide instant access to the different areas of the application.



RECORDING DAILY NOTES

You can enter daily notes for a student by tapping the red **Notes** tab on the left of the screen. You will then be able to type notes for a student. When you are finished entering notes, tap save. The notes will be saved and will remain available for viewing on the device.

SKILL ACQUISITION DATA COLLECTION

OVERVIEW

The **Student Notebook Screen** contains a list of buttons that categorizes your targets into easy-to-find groups. The red button marked Discrete Trials contains all of your in-treatment skills acquisition targets. The green buttons contains your own customizable Target Playlists. The teal button marked Baseline has all of the items that are ready to be baselined. The grey button will lead you to your items in Maintenance.

Across the bottom of the screen you will find your **Frequency** targets. By tapping these buttons, you can keep a running tally for the number of occurrences of the specified target. The goal of these buttons is to provide easy access to data collection on desired skills that occur frequently during your session. If you have more than three frequency targets, you can swipe left and right to access them.

DISCRETE TRIAL TEACHING

To start a Discrete Trial Teaching (DTT) session, tap the **Discrete Trials** button, and the session overview screen will appear. To begin the session, tap the green Start button. Tasks are automatically generated according to the settings listed in the portal (e.g., percentage of active targets to maintenance targets, number of times the target is presented, etc.). If a user has the appropriate security permissions, they may also adjust these settings on the app's New Teaching Session page.

SESSION SETTINGS

- **Massed Trials** – This feature bypasses Catalyst's target selection process, and instead remains on a single target until the user either manually selects another item from the target list, or swipes the page with one fingers to move on to another target at random.

- **Sticky Programs** – This feature works similarly to the massed trial setting, but instead continues to present one program (including momentum items, when available) until the user either manually selects another item from the target list, or swipes the page with two fingers to move on to another program at random. Swipe with one finger to move to a different target at random from the same program.

- **Correction Trials** - Choose the number of identical and consecutive "correction trials" to be presented following a prompted response. A "correction trial" is a trial presented immediately after a prompted trial, and the notion is that learners may often perform better on "correction trials," thus providing an opportunity for differential reinforcement. Individual instructors and organizations differ in their practices with regard to the number of correction trials that should be presented consecutively when a learner's response is not improving.

- **Momentum Probes** - Choose the number of previously mastered tasks/trials to be presented preceding each current acquisition target during a teaching session. These preceding trials are intended to create "behavioral momentum" and improve some qualities of the learner's attention and/or responding, as well as providing ongoing and additional practice of mastered skills.

- **Momentum Type** - Choose the type of momentum targets—Intermixed, Suggested or Multiple Scored—and define the number of and manner in which behavioral momentum probes will present prior to acquisition targets during a DTT session.

  When using "Intermixed" type, after scoring a particular target, the next target that pops up, will be *one defined behavioral momentum target*.

  When using "Suggested" type, after scoring a particular target, a new page with a list of X number of momentum targets will be listed for *reference only*.

  When using "Multiple Scored" type, after scoring a particular target, a new page with a list of 10 momentum targets will be listed and *any of them can be scored as maintenance*.

- **Selection Mode** - Choose the manner in which targets are presented during a DTT session—Random, Weighted by Performance, or Ordered.

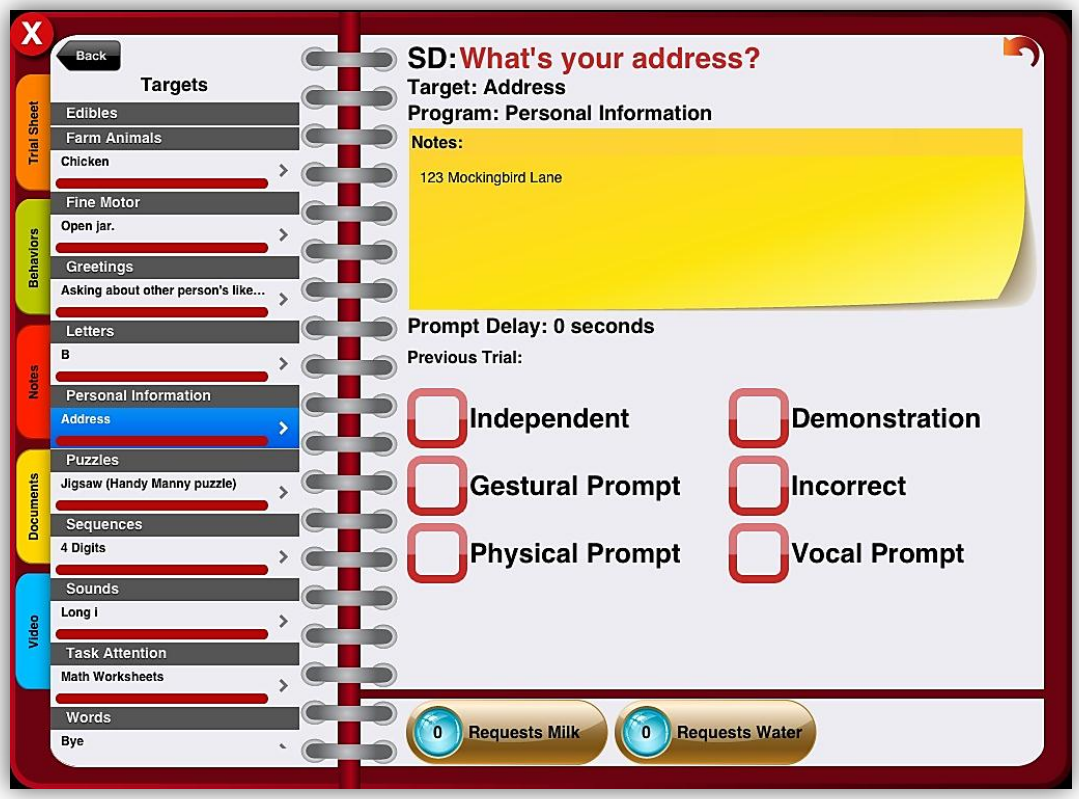
  When using "Random" selection, all targets selected for the DTT session are presented in a traditionally random order.

  When using "Weighted by Performance" selection, targets are presented based on their current "weights," which are computed based on student performance and trial counts. Targets on which students are having most difficulty AND the least practice become increasingly likely for selection.

  When using "Ordered" selection, all targets selected for the DTT session are presented in a specific, user-chosen order.

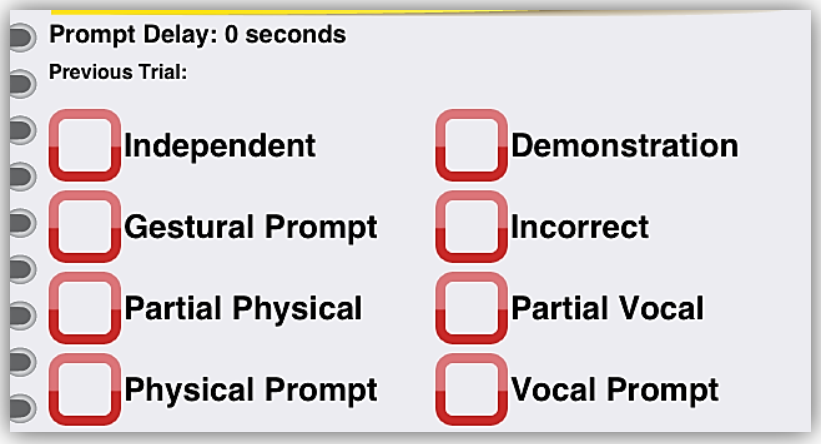
- **Reset Thermometers** – Check this box to reset all trial counts on the device for the current student.

For each skill presented in the DTT session, you will see the SD or instruction for the skill (e.g. "What does a cat say?"), the target skill area (e.g., cat), and the larger program area (e.g., Animal Sounds). These settings are defined in the portal when setting up a student's profile.



There is a section for target notes at the top of each page. These are entered in the portal and can add details for the person conducting the session, including specific instructions regarding materials, reinforcement, or any other teaching notes.

For each skill, up to eight responses are available for recording the prompt level required. Also, any targets that have already been mastered will be pulled (according to your settings settings) as momentum targets.



Independent: Score the student's response as "independent" when he/she exhibits the correct response to the S^D (instruction) without any prompting.

Physical: Score a "physical" prompt (also known as "hand over hand") when you get the student to exhibit the correct response by physically prompting him/her through the task.
Gestural (G): Score a "gestural" prompt when you get the student to exhibit the correct response by exhibiting some motor behavior in addition to the S^D. Gestures include pointing to the correct pictures, objects, body parts, etc. They also include partial models, leaning towards correct responses, or moving items on the table for the student.

Demonstration: Score a "demonstration" prompt when you—in addition to providing the S^D—get the student to exhibit the correct response by exhibiting the exact behavior that you want the student to do. If you stop short of providing the entire model/demonstration, the prompt should be scored as a "gesture."

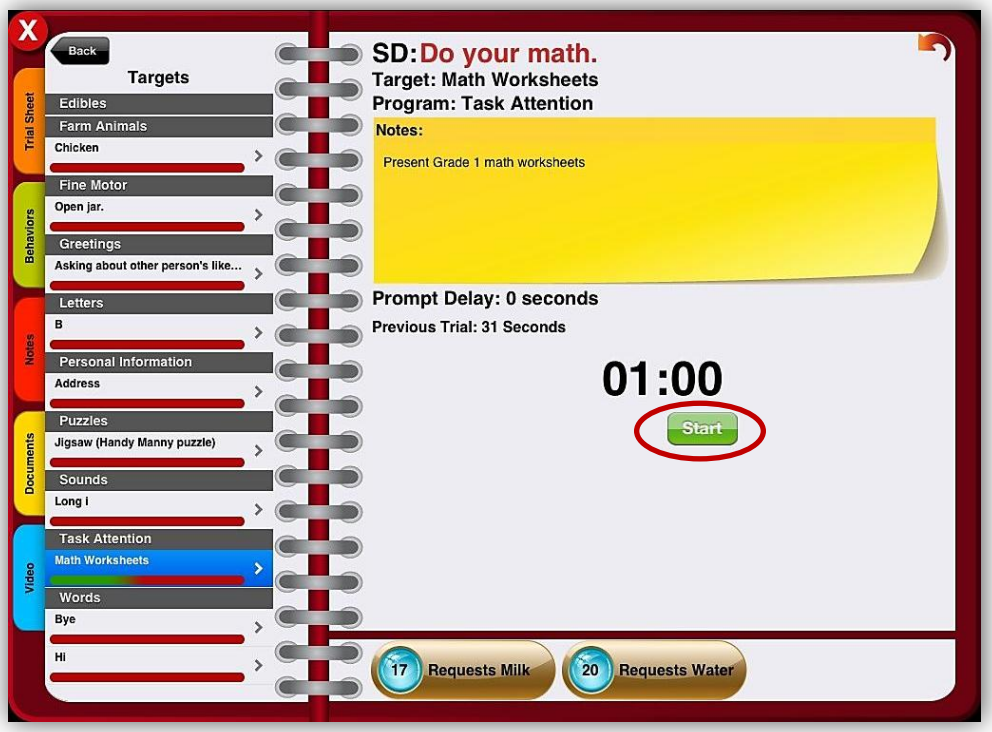
Positional: Score a "positional" prompt when you get the student to exhibit the correct response by positioning items in a way that increases the likelihood of a correct response. This could include positioning correct items closer to the student before providing him/her with the S^D, placing sequencing items in the correct order, putting puzzle pieces in correct order, etc. If you move items after providing the S^D, the prompt should be scored as a "gesture." Positional prompts are the least intrusive because the student is attending to the materials themselves rather than anything the therapist is doing in addition to the S^D.

Vocal: Score a "vocal" prompt when you get the student to exhibit the correct response by saying or signing something in addition to the S^D. For example, when you are trying to get a wave as motor imitation, saying "wave" after providing the S^D ("Do this."), would be scored as a vocal prompt.

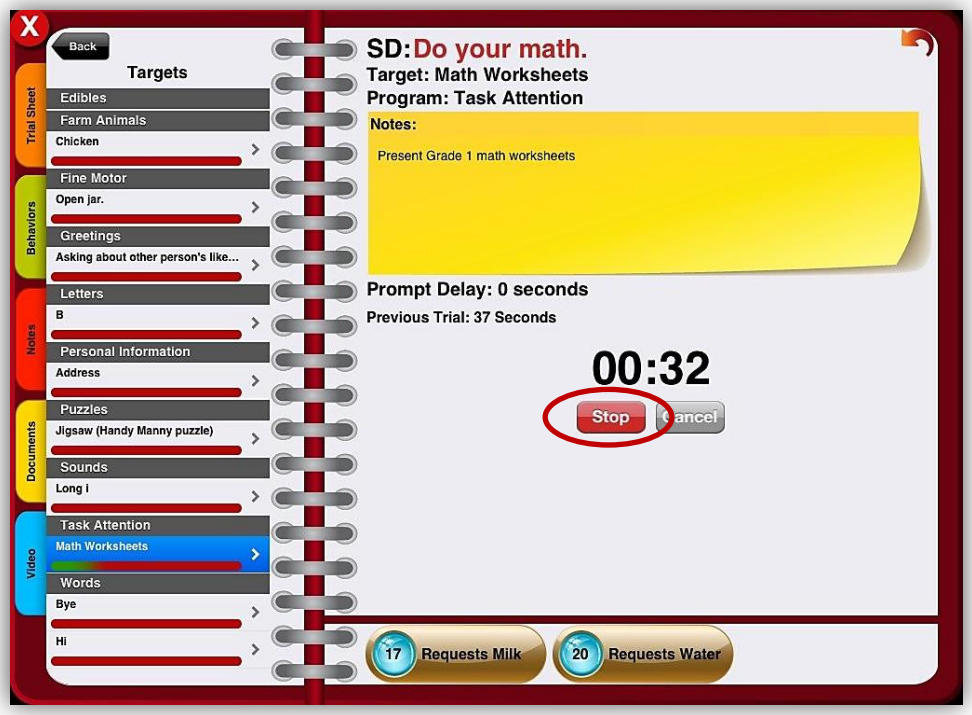
> ***Note:*** *A list of all open targets will be visible on the left of the screen during the DTT session for easy navigation. These buttons can be used if you need to bypass the automatic generation of targets and jump to a specific task at any time during the teaching session.*

MEASURING DURATION OF A DESIRED SKILL

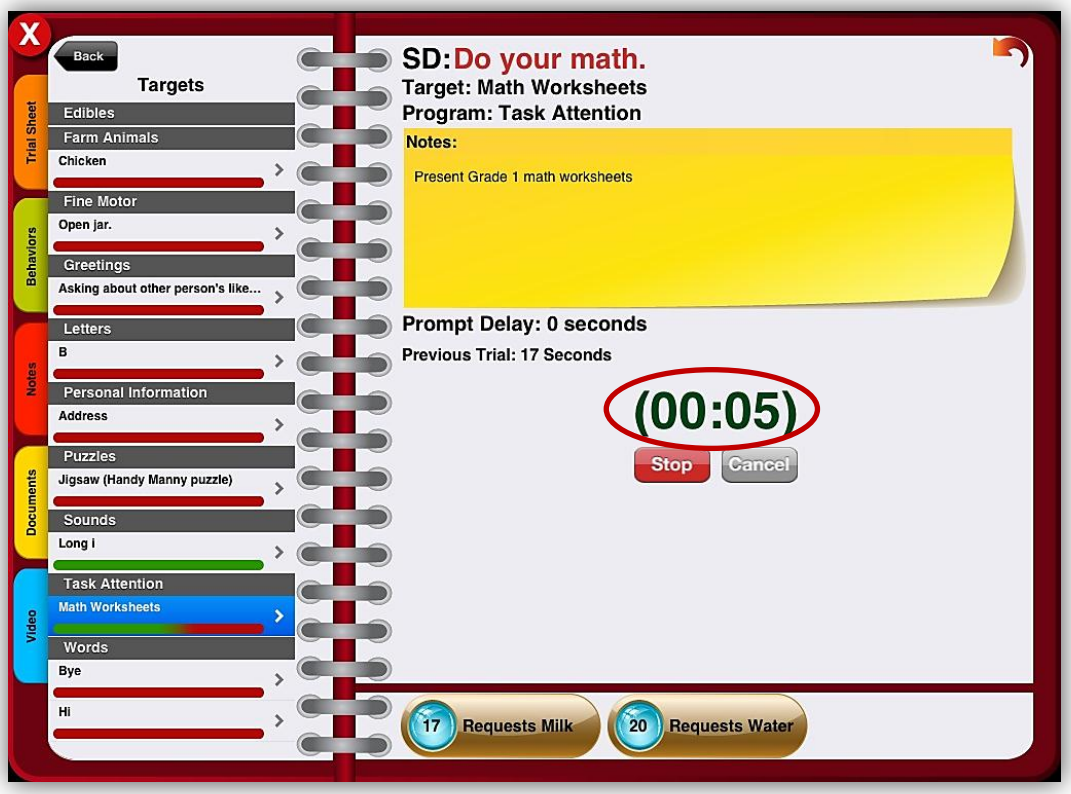
When a duration target is displayed, the target time specified by your portal settings and a **START** button will appear.



The **START** button should be pressed when the behavior starts and the **STOP** button (which appears after the instructor selects **START**), should be pressed with the behavior ends.

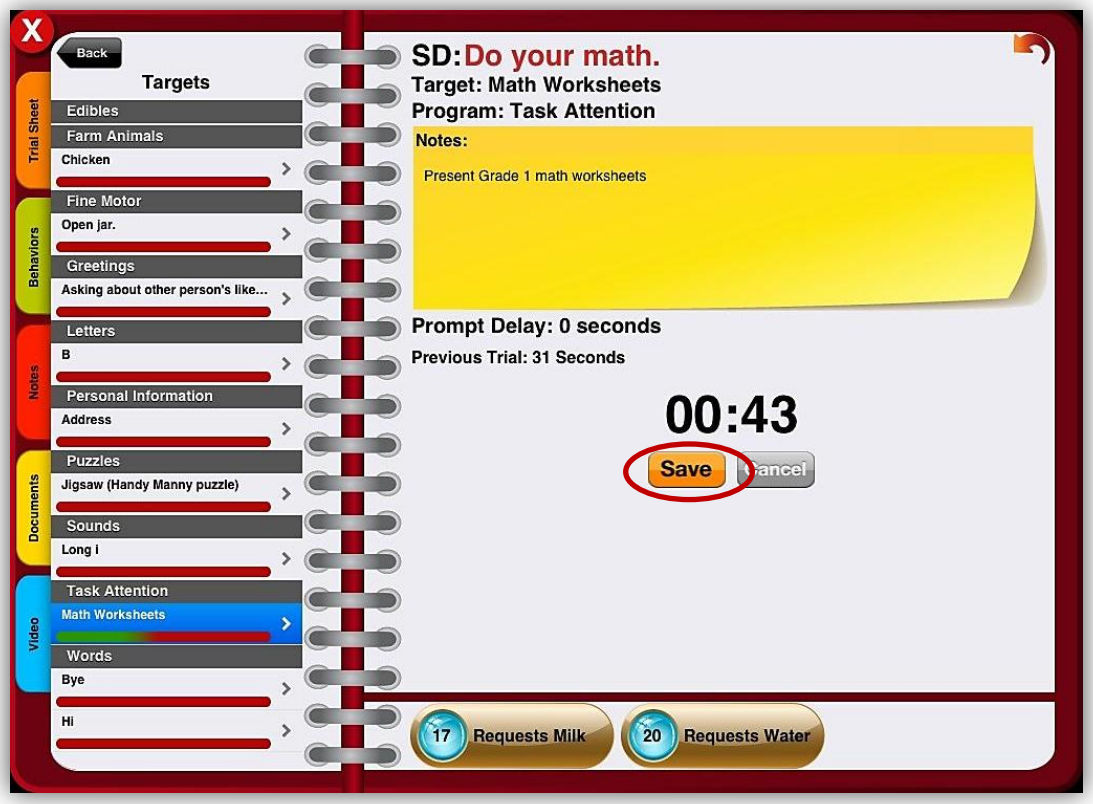


When the count drops below zero, the timer will turn green with parenthesis around it, and begin counting up to signify time in excess of the desired goal.



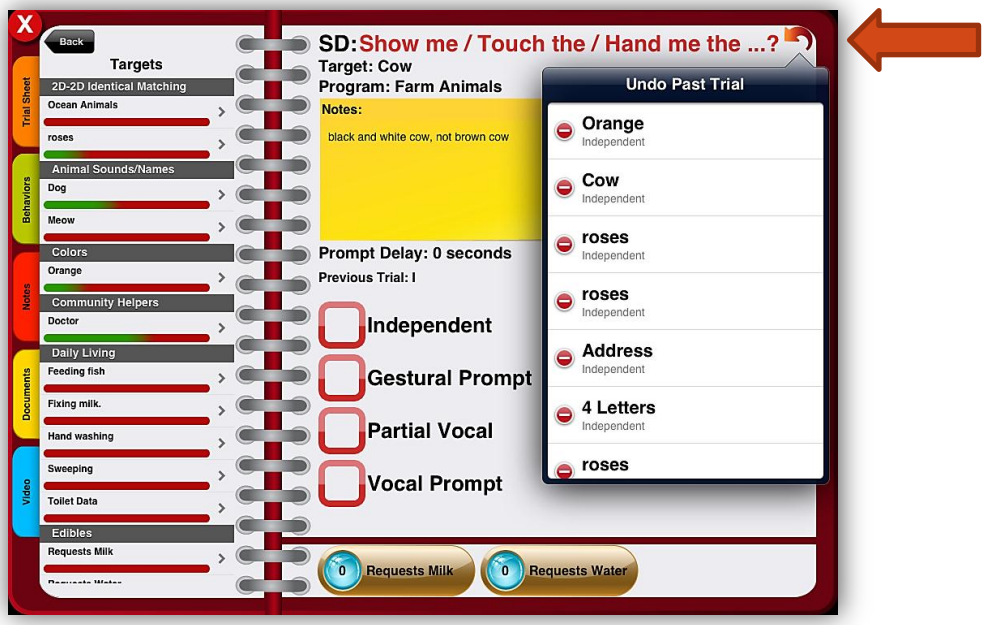
The timer will continue to count, even if you navigate away from the item, score more data, or switch users.

When data collection is completed, press the **SAVE** button to send the data to the portal.

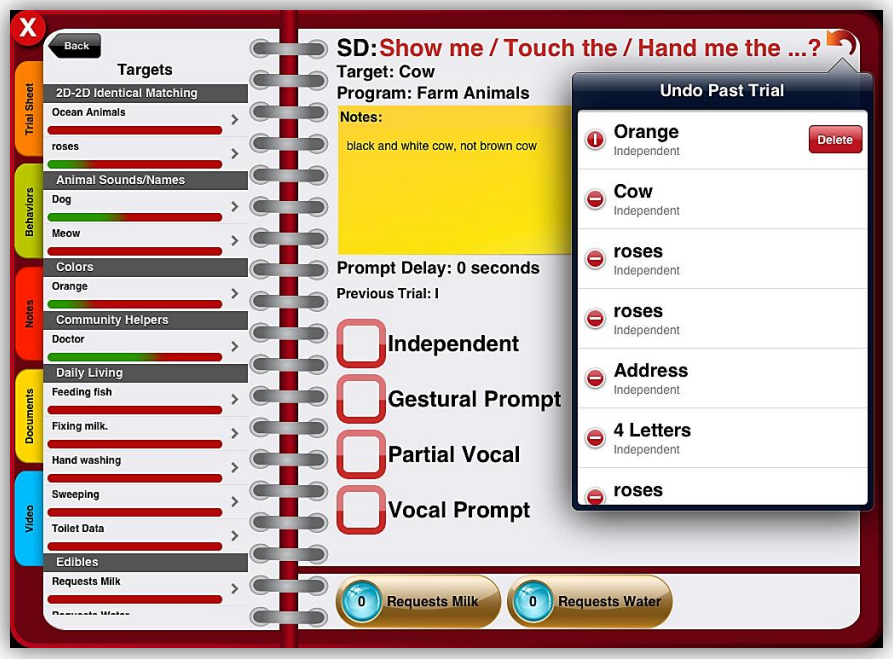


UNDOING A TRIAL

At any point during your DTT Session, you can tap the orange arrow (in the upper right corner). This will display a list of previous trials on the device that you can delete, if desired.



Tap the red "-" button to display the option to delete, and then tap delete to discard that trial.



Note: this function is irreversible, so please use with caution.

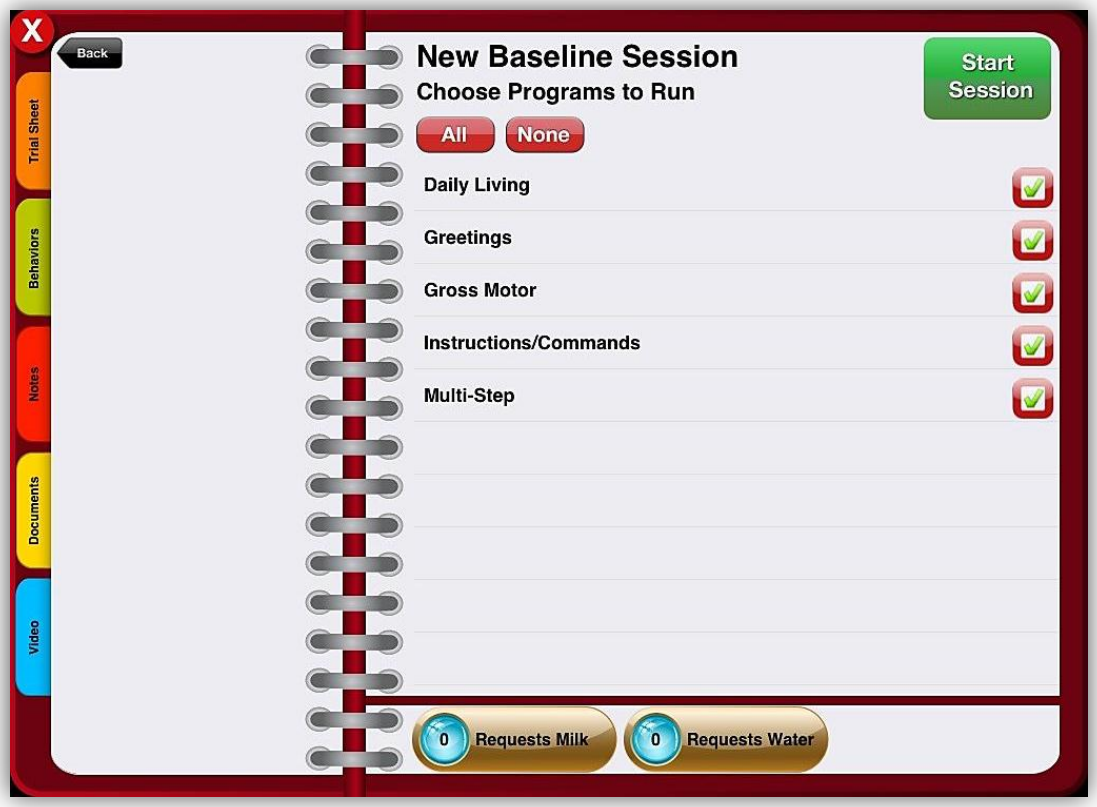
VIEWING TRIALS FOR THE DAY

While each device syncs data at regular intervals to the server, the iPad will hold data on the device itself. To view the daily trial counts and current response percentages for the current device, press the **View Trial Sheet** button from the main menu.

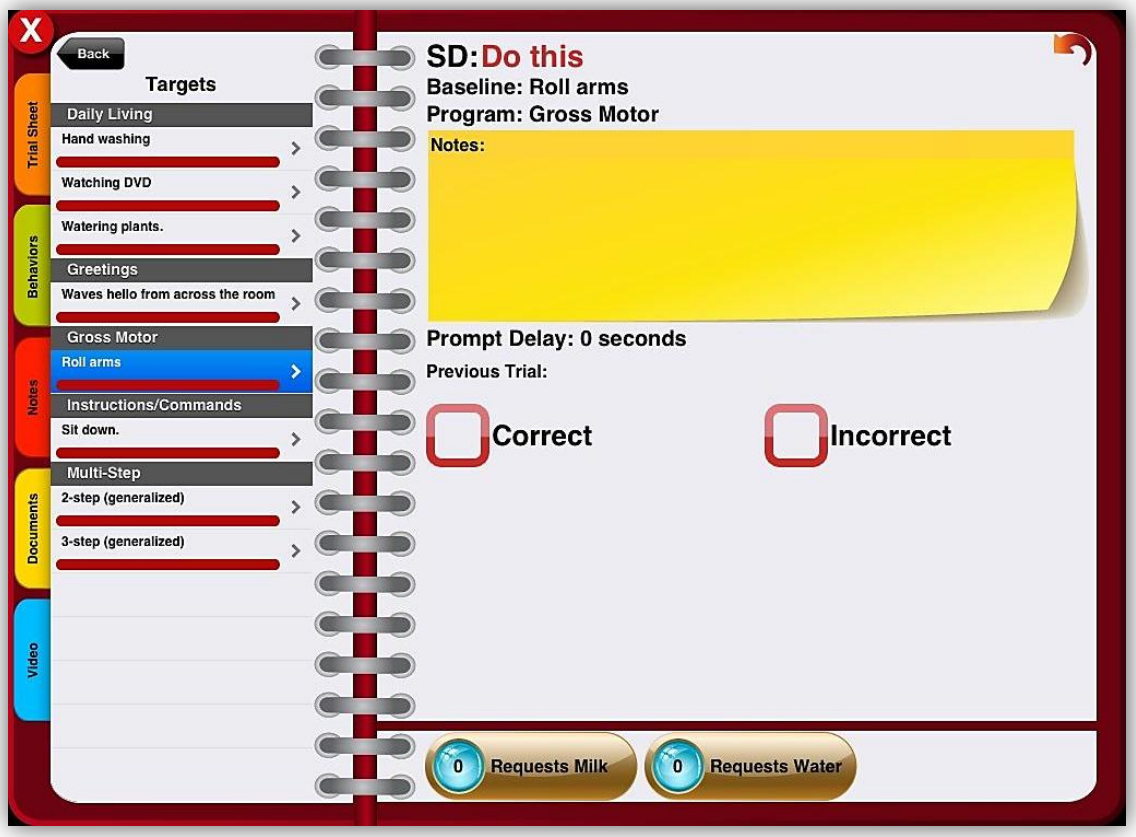
***NOTE**: The trial sheet only shows data from that SPECIFIC device. If another device was used to collect data in the same day, that information will appear in the portal, but not on each other's trial sheet.*

BASELINE DATA COLLECTION

To record baseline data on the targets that have been opened for baseline from the portal, press the **Baseline** button on the main menu. You will see a list of the current programs in baseline. Select (or unselect) the corresponding boxes to choose which programs you would like to include in the subsequent baseline session. To start a baseline session press the green **start** button in the upper right corner.



Two boxes will appear for each task presented, one for a correct response and one for an incorrect response. Baseline tasks will be presented automatically during the session. Or, if you prefer to select the order in which the baseline tasks are presented rather than running the automatic session, you can choose the specific targets to administer by tapping the specific target in the list on the left of the screen.



Once all tasks are presented the session will terminate.

MAINTENANCE DATA COLLECTION

Similar to baseline procedures, by pressing the **Maintenance** button, a listing of all the targets currently in maintenance will be displayed. To start a maintenance session, press the green **Start** button in the upper right corner. Once your session begins, you can select specific targets to administer by tapping the specific target from the list on the left.

BEHAVIOR DATA COLLECTION

Behavior Reduction is available from any screen on the device for quick and easy access. By clicking the **Behavior** tab on the left side of the screen, or by simply shaking the device, a popup window will be displayed.

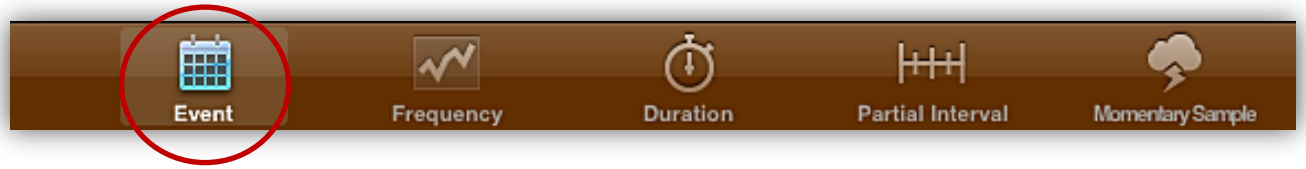
To exit out of the behavior section, simply press the **X** button in the top right corner of the modal window. Behavior timers (PIR, MTS, and duration) will continue to run, unless you elect to "stop" them.

This window will allow you to record **event**, **frequency**, **duration**, and **partial interval** data. Tabs at the bottom of the window access these data collection measures.

The Behavioral Event data collection screen is shown first; to switch between the four screens (**Event**, **Frequency**, **Duration**, **Partial Interval**, and **Momentary Time Sampling**), select the desired icon at the bottom of the window.

COLLECTING EVENT DATA

The behavioral event window will allow the therapist to enter data regarding behavioral events. The date and time will be computed automatically based on when you click the **Behavior** tab.



You can choose any combination of behaviors, antecedents, consequences and locations by tapping on the desired row. Once an item is selected, a check will appear next to the entry.

EVENT INFORMATION

- **Date/Time** – Catalyst automatically timestamps the current time/date, but you can adjust this by tapping the timestamp, and scrolling to make the correct changes.

- **Duration** - In order to enter data for the duration of the behavioral event, tap the Duration row and select the total time period the behavior occurred (ranging from 1 minute to 23 hours and 59 minutes).
- **Intensity** - Records the relative severity of the episode (ranging from mild to severe).
- **Response** - Records the student's response during the event (improved, continued without change, or escalated).
  Group Size - Records the size of the group the student was in when the behavior occurred (e.g., independent activity, small group activity, large group activity, one-on-one, two-on-one).

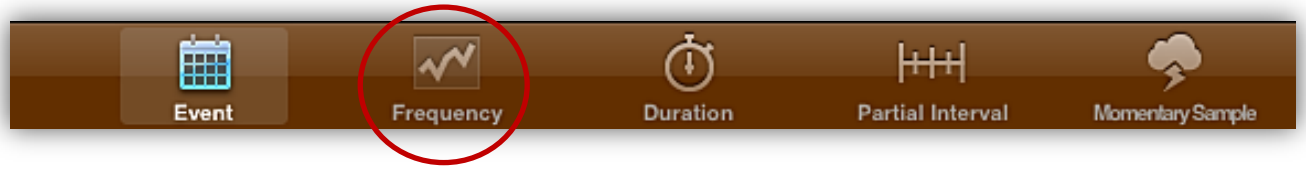
If a behavior, antecedent, or consequence occurs that is not on list, you can add it by touching the blue +.

NOTE: By adding it on your device, it also adds the item into the portal and all connected devices.

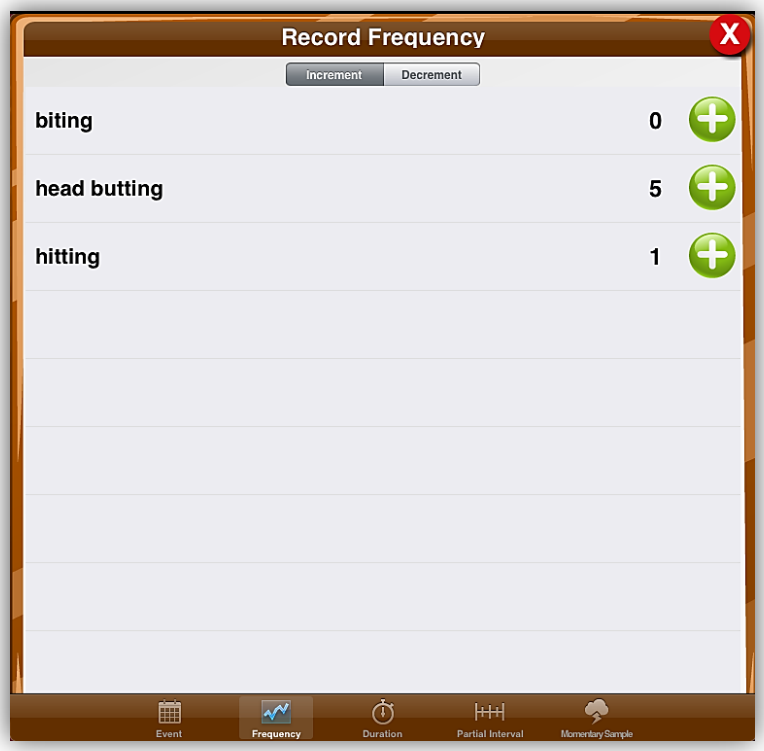
After you have entered the desired information, choose **Save**. Tapping this will send your event data to the portal.

COLLECTING FREQUENCY DATA

Frequency data can be collected by pressing the **Frequency** button on the bottom of the window.



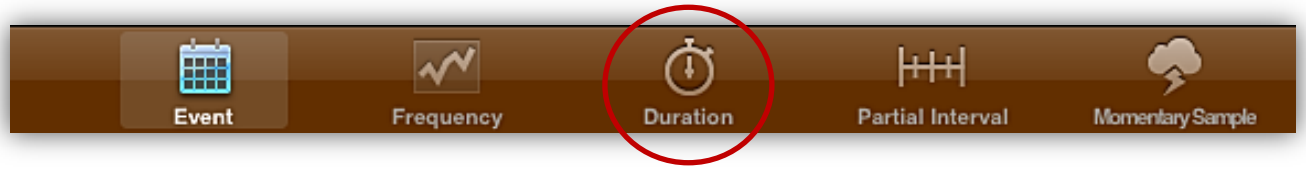
All behaviors specified in the portal for a student will appear in this screen along with a frequency counter. By pressing the green + sign, you can increment the specific behavior's frequency.



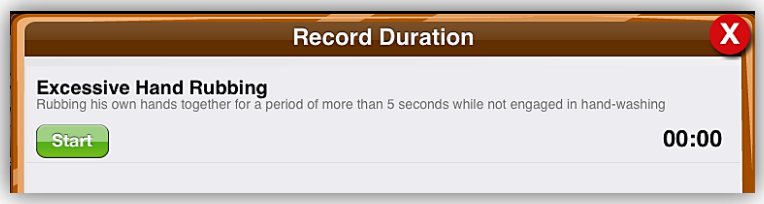
Conversely, by choosing "Decrement" at the top of the window, then touching the red – sign, you can adjust your frequency count downward. You can use the Increment/Decrement buttons to toggle between adding frequency counts, and taking them away.

COLLECTING DURATION DATA

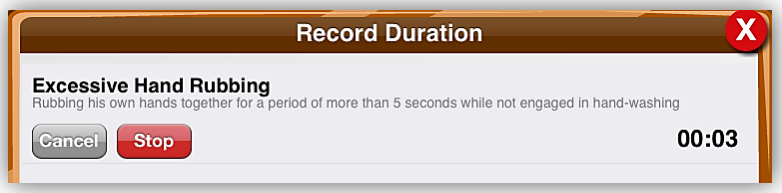
Duration data for a specific behavior can be collected by pressing the **Duration** button on the bottom of the window.



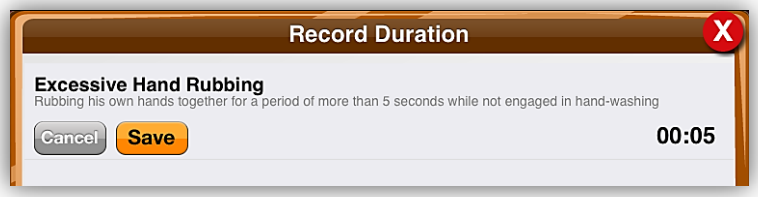
After you select **Duration**, you can view a list of all current Duration items, along with individual Start timers. Tapping Start by the desired behavior will allow you to begin taking data.



Once you press Start, the timer will begin counting upward, and you now have the options to Stop the timer, or cancel and discard the data.

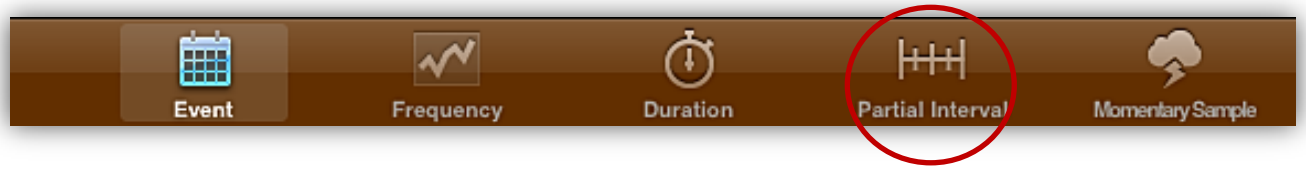


After you stop the timer, you will be presented with the option to Save (or discard data by pressing Cancel).

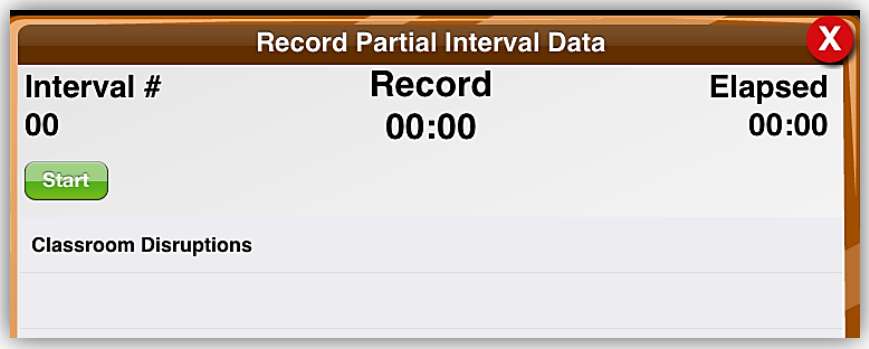


COLLECTING PARTIAL INTERVAL DATA

Partial Interval data can be collected by pressing the **Partial Interval** (**PIR**) button on the bottom of the window.

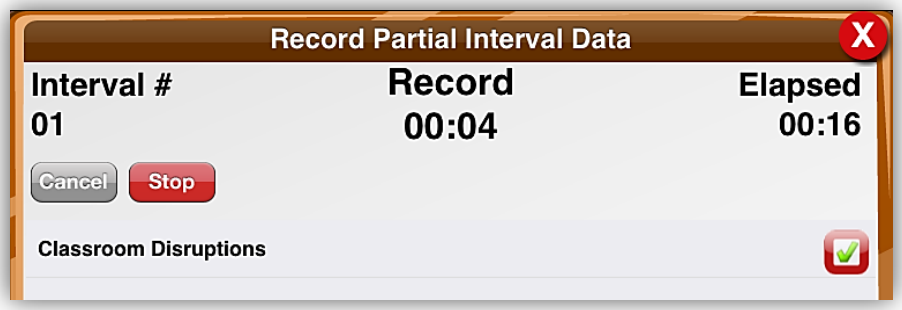


Once selecting the **Partial Interval** icon, the window will show all behaviors specified as Partial Interval. To begin the interval, select the green "start" button.



You'll notice that the Interval Numbers will begin counting upwards on the left, and Total Time Elapsed will be displayed on the right.

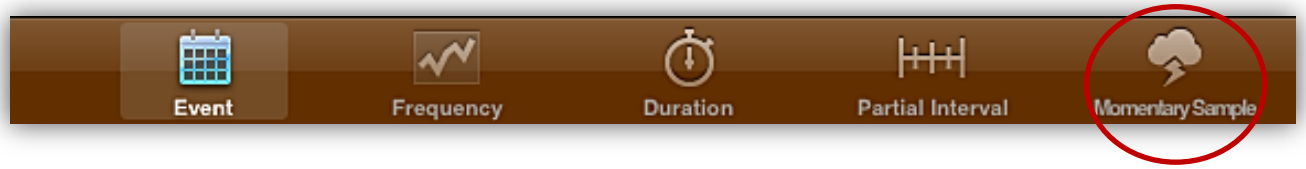
In the center of the display, the screen will indicate which type of partial interval is in play (observe versus record), and a timer will count down the time left within that interval. You will also see a list of your **PIR** targeted behaviors, and you have the option to check whether or not they occur within the interval (specifically, the recording phase).



During any interval, you may press stop, and the option will appear to save or cancel/discard your data.

COLLECTING MOMENTARY TIME SAMPLE DATA

A **momentary time sample** behavior can be collected by pressing the **Momentary Time Sample** (**MTS**) icon on the bottom of the window.

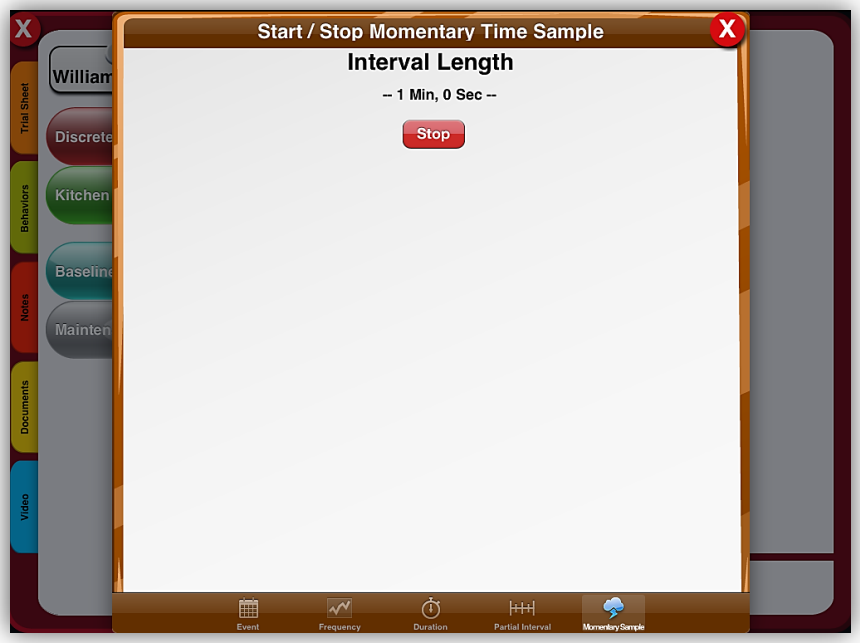


Upon selecting the **MTS** icon at the bottom of the modal window, the window will show an interval time (based on your Student Settings). To begin the interval, select the green "start" button.

At this point, you can exit the window (by tapping "x" in the upper right hand corner), and continue to take data elsewhere in the app. When the specified MTS interval length is complete, a pop-up window will appear.

When your **MTS** window appears, simply tap the "+" or "-" to indicate the occurrence or absence of the specified behavior(s). If a user does not score -/+ during an MTS pop-up, no data is recorded for that interval. Press the red "x" to close the window when you have finished scoring, and the timer will continue to count intervals.

To turn off your **MTS** feature, return to the Behavior tab, select the MTS icon at the bottom of the window, and press Stop.



To change the **MTS** interval from your device, simply tap the interval, and scroll up/down to select the desired minutes and seconds between pop-ups.

Press Done to save your settings for the session.

USING THE IPHONE/IPOD TOUCH

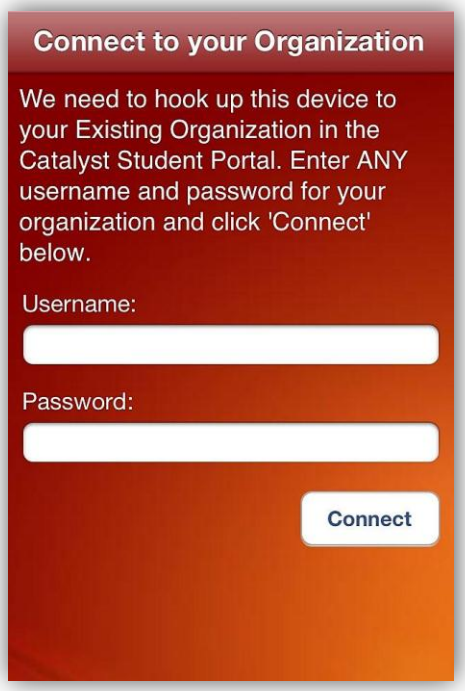
The following is an overview of navigating the application on your iPhone or iPod Touch. Once you complete the setup process, you can login to the device and begin collecting data on your students.

REGISTERING YOUR DEVICE

After downloading the app from the iTunes store on your iPhone or iPod Touch, launch the app. Once installed, the app will need to be registered to your organization. This will allow you to begin collecting the data on the device. In order to begin collecting data on the device you first have to set up a student profile in the portal at https://secure.datafinch.com. Enter your username and password; then tap **Register**.

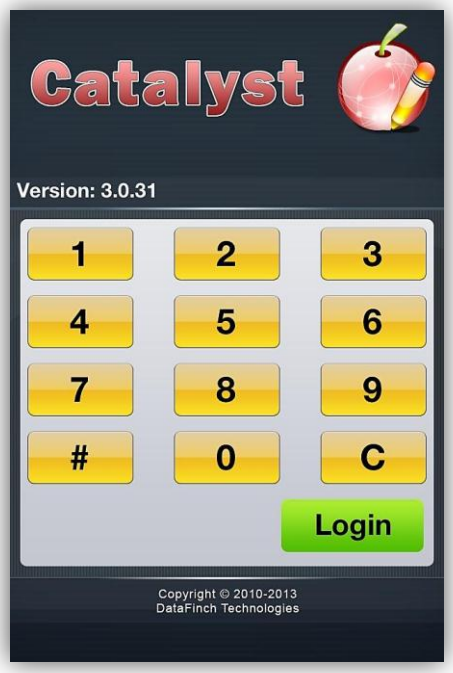
> ***Note about Usernames:*** *Your username in Catalyst will be composed of your organization's username prefix followed by a period (.) and your unique name. Example: "**keystone.jwilliams**" (**keystone** is the organization's prefix, and **jwilliams** is the specific user's name).*

If you have forgotten your username or password, please contact your administrator or Catalyst Support at support@datafinch.com or at (877) 504-7445.



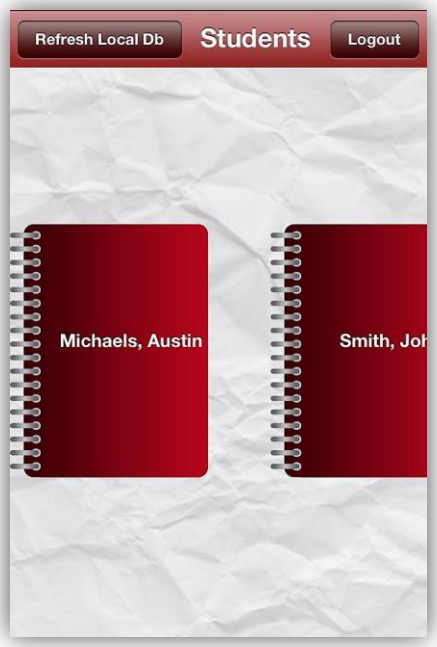
LOGGING IN

Once registered, all you need is your 6-digit PIN. To log in using your PIN, enter the PIN and tap **login**. If you make a mistake, you can tap **C** to clear the entered pin.



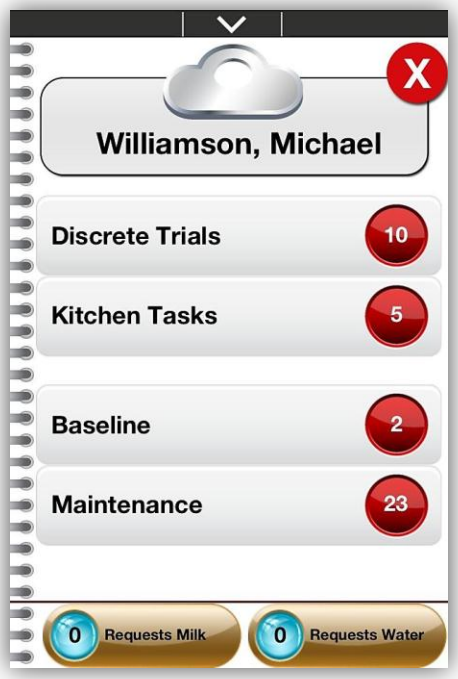
VIEWING STUDENT CASES/NOTEBOOKS

Once logged in, you will be presented with the **Notebook Selection Screen**. From here you can view individual students, or tap **Logout** to return to the login page. Each notebook represents a single student in your registered organization. You can scroll across the page to view all of your notebooks. Tap the student's notebook on which you intend to collect data.



Once you select an individual student's notebook, the specific tasks for that student will be available for viewing. On the student's page, you will find a list of buttons that will direct you to **Discrete Trials**, any **Target**

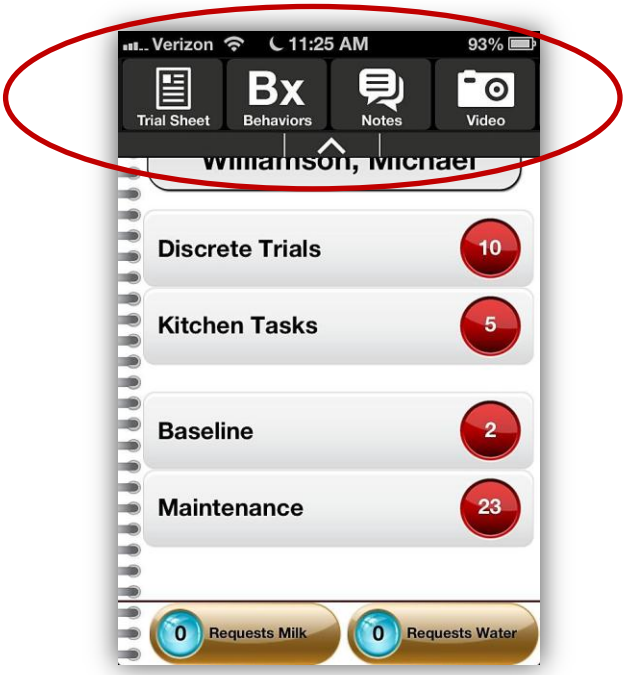
Playlists you have set up, **Baselines**, and **Maintenance**. These tabs will provide instant access to the different areas of the application. [Once you have selected and opened a student notebook, you can return to the **Notebook Selection Screen** at any time by selecting the red X button in the upper-right corner of the screen.]



QUICK ACCESS TABS

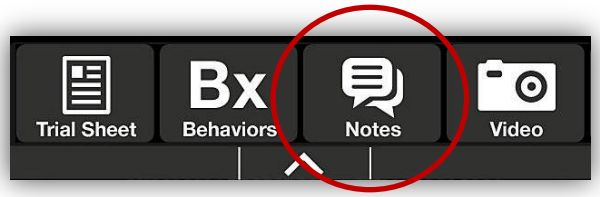
To access various function tabs, touch the drop-down menu by touching the arrow at the top of the screen.

The functions will appear, and you can scroll to the right to access functions that are not in view.

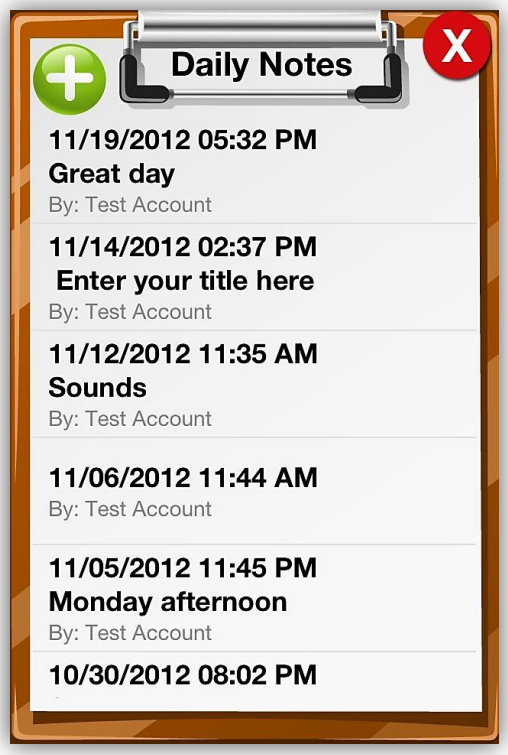


RECORDING DAILY NOTES

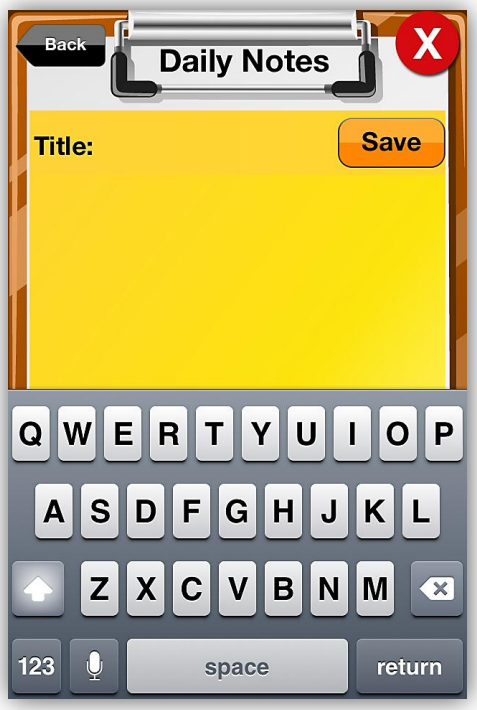
You can enter daily notes for a student by tapping the **Notes** tab on the drop-down menu on the top of the screen.



Touch the green + sign to begin a new note.



Touch by the title to access the keyboard, and enter a title for the note. Touch below the title to enter the body of the message.

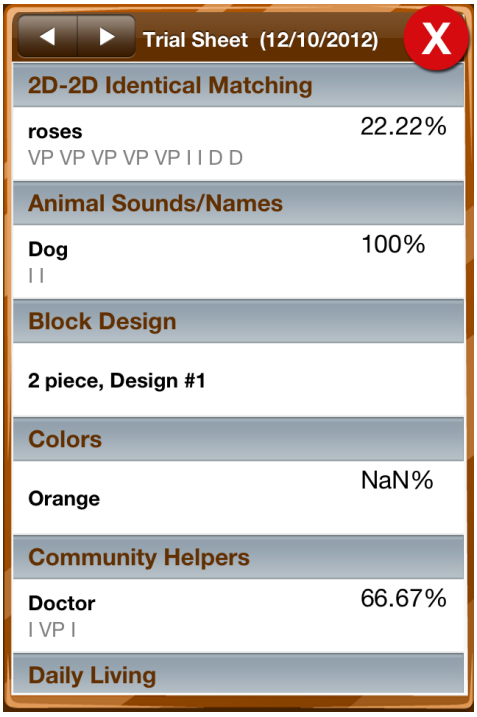


When you are finished entering notes, tap **save**. The notes will be saved and will remain available for viewing on the device *and* the portal.

VIEWING TRIALS FOR THE DAY

While each device syncs data at regular intervals to the server, the iPhone or iPod Touch will hold data on the device itself. To view the daily trial counts and current response percentages for the current device, press the **Trial Sheet** icon from the drop-down function menu.

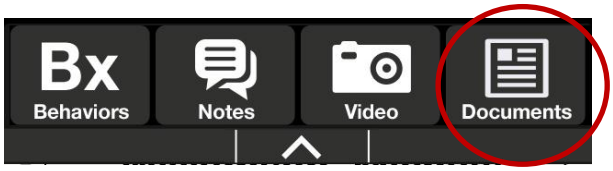
Use the arrows on the top left of the screen to view past session trial sheets.



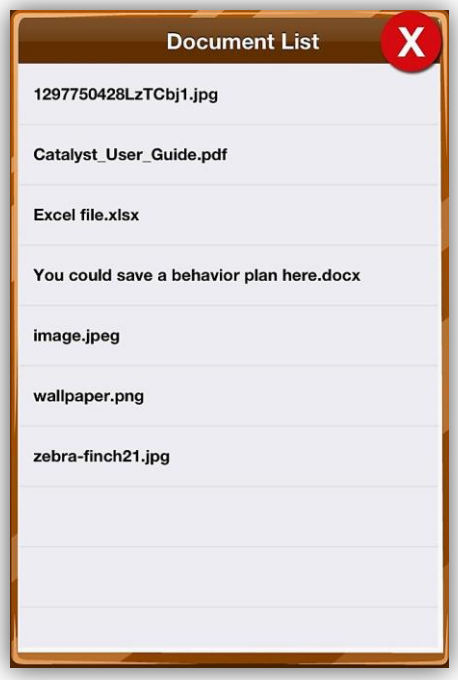
> ***NOTE**: The trial sheet only shows data from that SPECIFIC device. If another device was used to collect data in the same day, that information will appear in the portal, but not on each other's trial sheet.*

VIEWING DOCUMENTS

You can view documents for a student by tapping the **Documents** tab on the drop-down menu on the top of the screen.

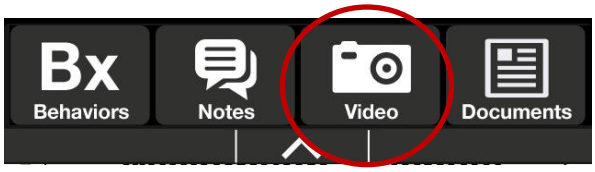


A list of all the files uploaded to that student's portal will appear. Tap to select and view.



VIDEOS

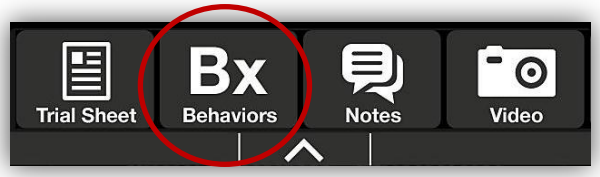
You can view videos for a student by tapping the **Videos** tab on the drop-down menu on the top of the screen.



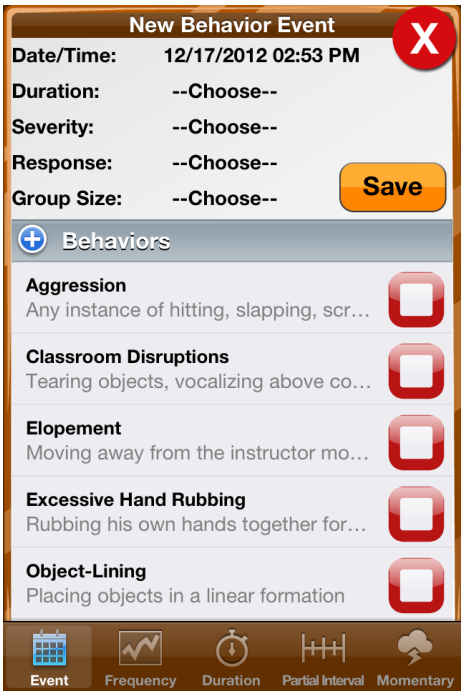
When the video dialogue window appears, touch the button with the red circle to begin recording. The red circle will begin to blink while recording. When you are ready to stop recording, simply tap the button again. Select "use" to keep the video, or "retake" to take another **video** and discard the current one. Once you have entered a video title and description, choose "save" to upload your video to the portal. **Videos** are automatically dated and time stamped.

BEHAVIOR DATA COLLECTION

Behavior Reduction is available from any screen on the device for quick and easy access. By tapping the **Behavior** tab on drop-down menu at the top of the screen, or by simply shaking the device, a popup window will be displayed.



To exit out of the behavior section, simply press the **X** button in the top right corner of the modal window.

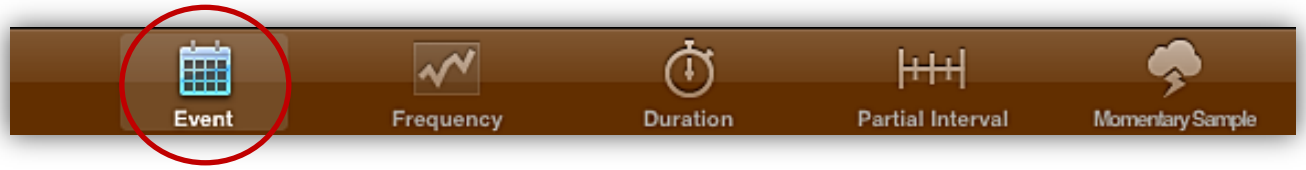


This window will allow you to record **event**, **frequency**, **duration**, **partial interval**, and **momentary time sampling** data. Tabs at the bottom of the window access these data collection measures.

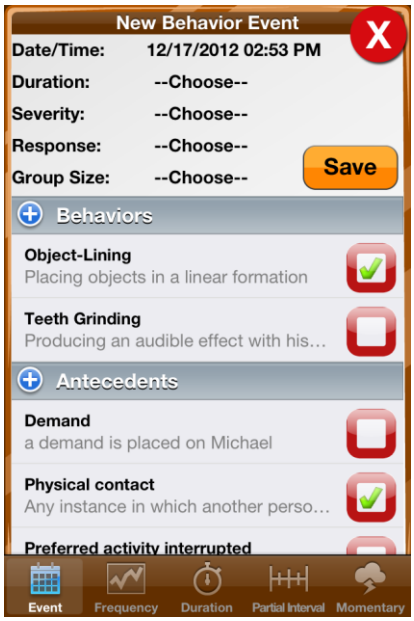
The Behavioral Event data collection screen is shown first; to switch between the four screens (**Event**, **Frequency**, **Duration**, and **Partial Interval**), select the desired icon at the bottom of the window.

COLLECTING EVENT DATA

The behavioral event window will allow the therapist to enter data regarding behavioral events. The date and time will be computed automatically based on when you click the **Behavior** tab.



You can choose any combination of behaviors, antecedents, consequences and locations by tapping on the desired row. Once an item is selected, a check will appear next to the entry.

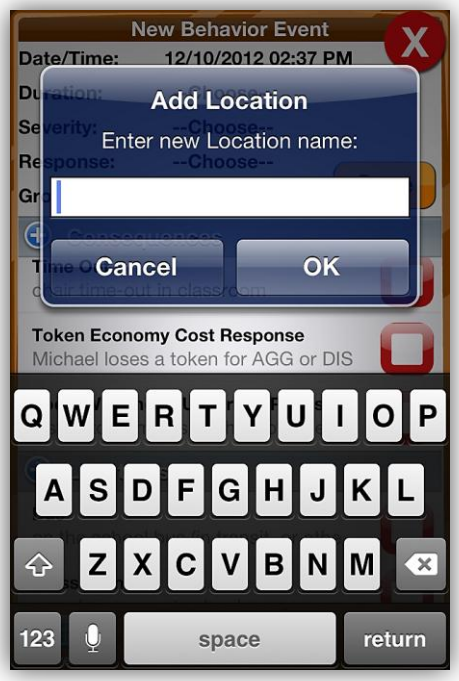


EVENT INFORMATION

- **Duration** - In order to enter data for the duration of the behavioral event, tap the Duration row and select the total time period the behavior occurred (ranging from 1 minute to 23 hours and 59 minutes).
- **Intensity** - Records the relative severity of the episode (ranging from mild to severe).
- **Response** - Records the student's response during the event (improved, continued without change, or escalated).

- **Group Size** - Records the size of the group the student was in when the behavior occurred (e.g., independent activity, small group activity, large group activity, one-on-one, two-on-one).

If a behavior, antecedent, or consequence occurs that is not on list, you can add it by touching the blue +. You can also add new locations this way.

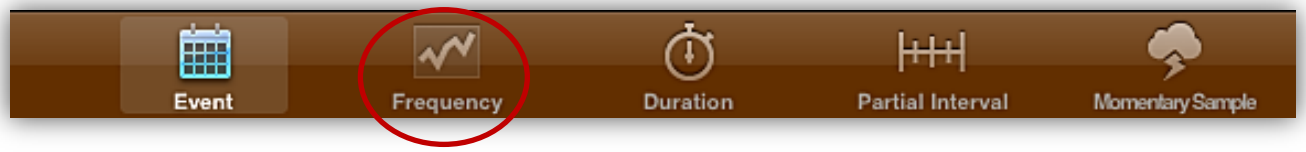


NOTE: By adding it on your device, it also adds the item into the portal and all connected devices.

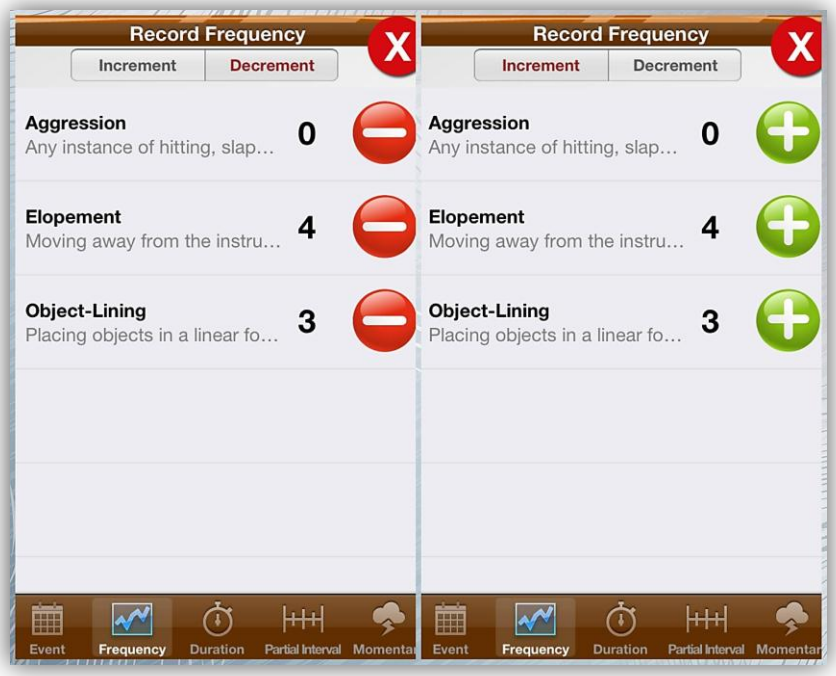
- After you have entered the desired information, choose **Save**. Tapping this will send your event data to the portal.

COLLECTING FREQUENCY DATA

- Frequency data can be collected by pressing the **Frequency** button on the bottom of the **Behavior** modal window.



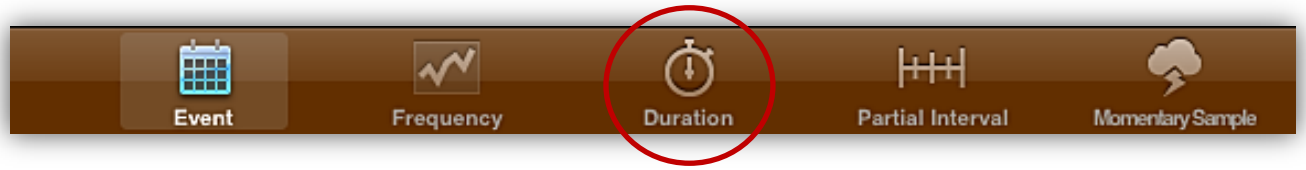
All behaviors specified in the portal for a student will appear in this screen along with a frequency counter. By pressing the green + sign, you can increment the specific behavior's frequency.



Conversely, by choosing "Decrement" at the top of the window, then touching the red – sign, you can adjust your frequency count downward. You can use the **Increment/Decrement** buttons to toggle between adding frequency counts, and taking them away.

COLLECTING DURATION DATA

Duration data for a specific behavior can be collected by pressing the **Duration** button on the bottom of the **Behavior** modal window.



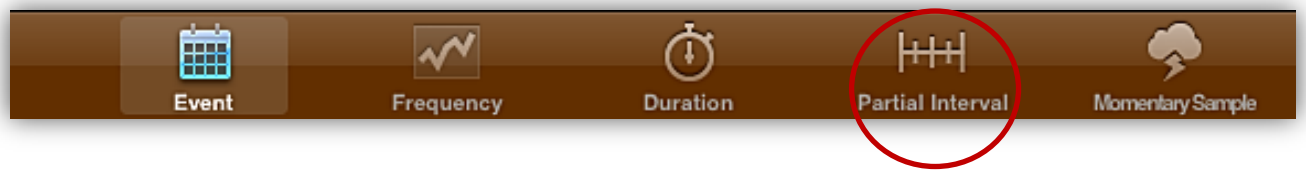
After you select **Duration**, you can view a list of all current Duration items, along with individual Start timers. Tapping Start by the desired behavior will allow you to begin taking data.

Once you press **Start**, the timer will begin counting upward, and you will have the options to **Stop** the timer, or cancel and discard the data.

After you stop the timer, you will be presented with the option to **Save** (or discard data by pressing **Cancel**).

COLLECTING PARTIAL INTERVAL DATA

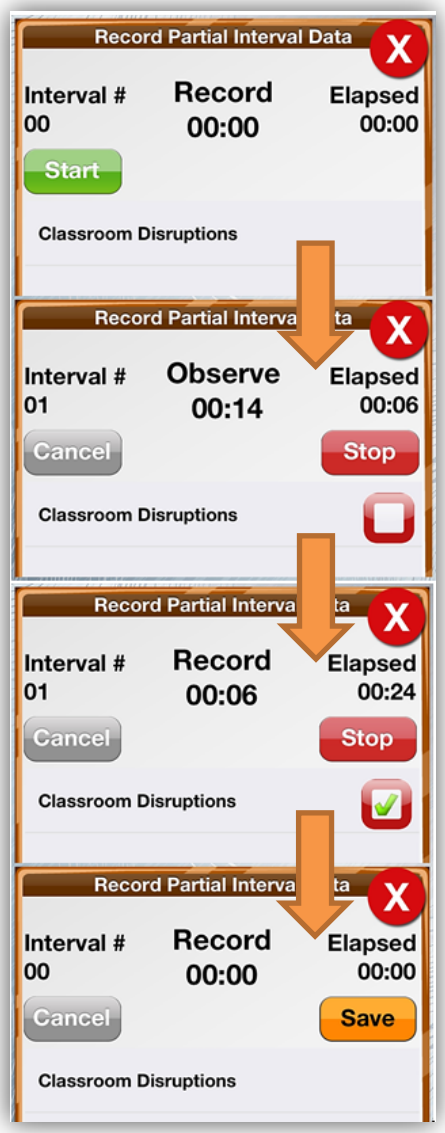
Partial Interval data can be collected by pressing the **Partial Interval (PIR)** icon at the bottom of the **Behavior** modal window.



Once selecting the **Partial Interval** icon, the window will show all behaviors specified as Partial Interval. To begin the interval, select the green "start" button.

You'll notice that the **Interval Numbers** will begin counting upwards on the left, and Total Time Elapsed will be displayed on the right.

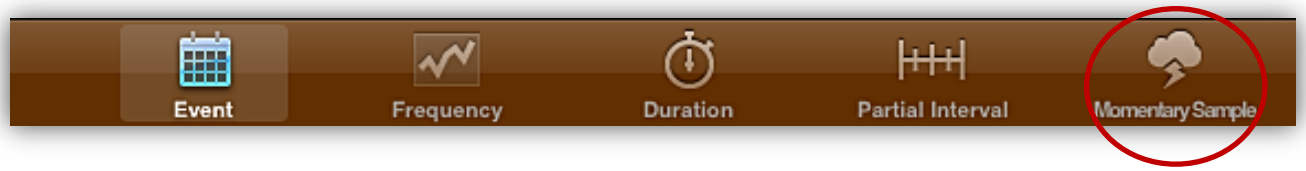
In the center of the display, the screen will indicate which type of partial interval is in play (observe versus record), and a timer will count down the time left within that interval. You will also see a list of your **PIR** targeted behaviors, and you have the option to check whether or not they occur within the interval (specifically, the recording phase).



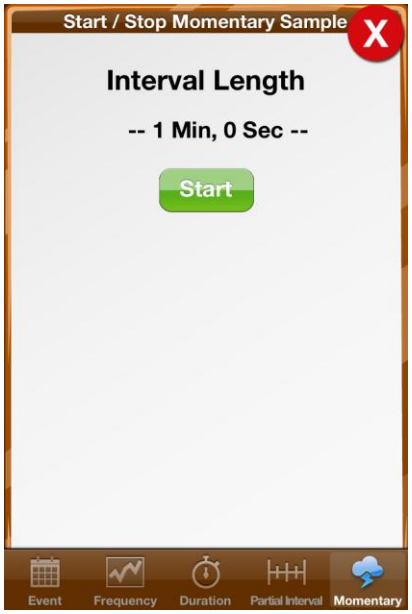
During any interval, you may press stop, and the option will appear to **save** or **cancel**/discard your data.

COLLECTING MOMENTARY TIME SAMPLE DATA

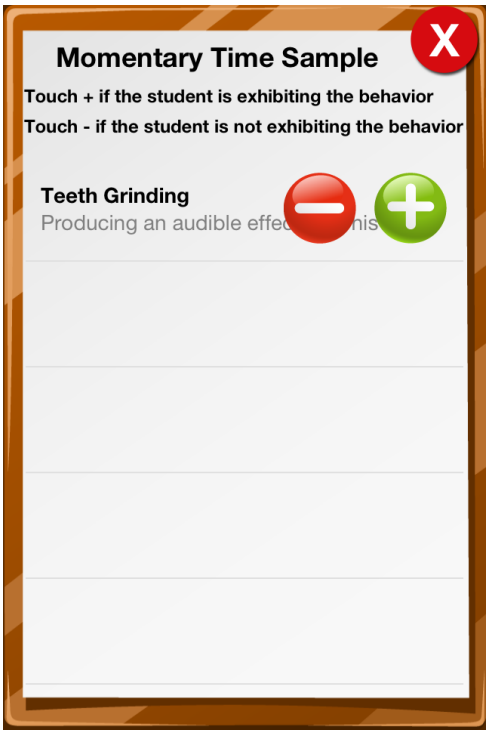
A **momentary time sample** behavior can be collected by accessing the Behavior window from the drop-down menu at the top of the screen.



Upon selecting the **MTS** icon at the bottom of the modal window, the window will show an interval time (based on your Student Settings). To begin the interval, select the green "start" button.

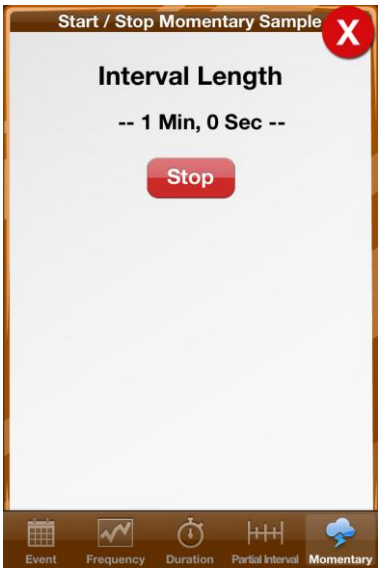


At this point, you can exit the window (by tapping "x" in the upper right hand corner), and continue to take data elsewhere in the app. When the specified **MTS** interval length is complete, a pop-up window will appear.

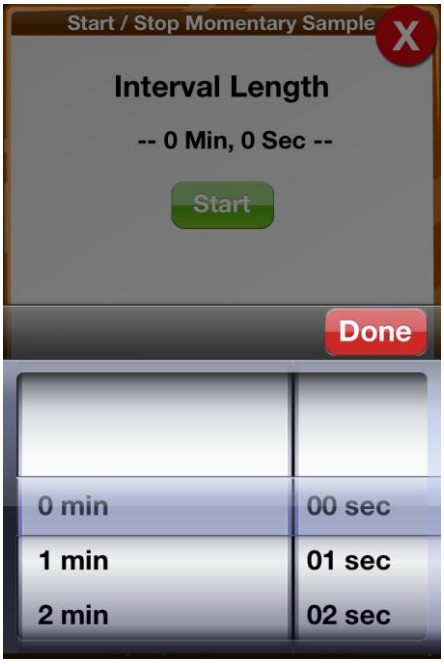


When your **MTS** window appears, simply tap the "+" or "-" to indicate the occurrence or absence of the specified behavior(s). If a user does not score -/+ during an MTS pop-up, no data is recorded for that interval. Press the red "x" to close the window when you have finished scoring, and the timer will continue to count intervals.

To turn off your **MTS** feature, return to the Behavior tab, select the MTS icon at the bottom of the window, and press Stop.



To change the **MTS** interval from your device, simply tap the interval, and scroll up/down to select the desired minutes and seconds between pop-ups.

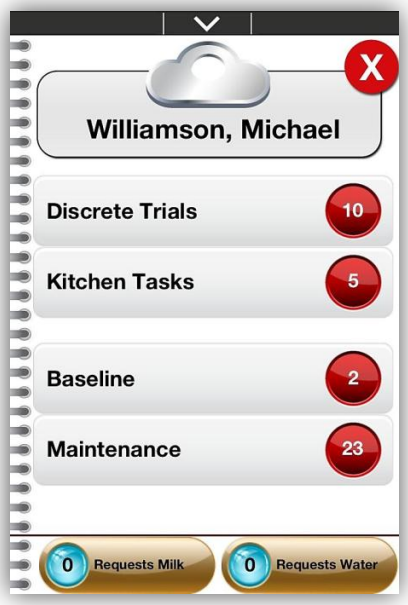


Press Done to save your settings for the session.

Skill acquisition Data Collection

OVERVIEW OF SKILL ACQUISITION

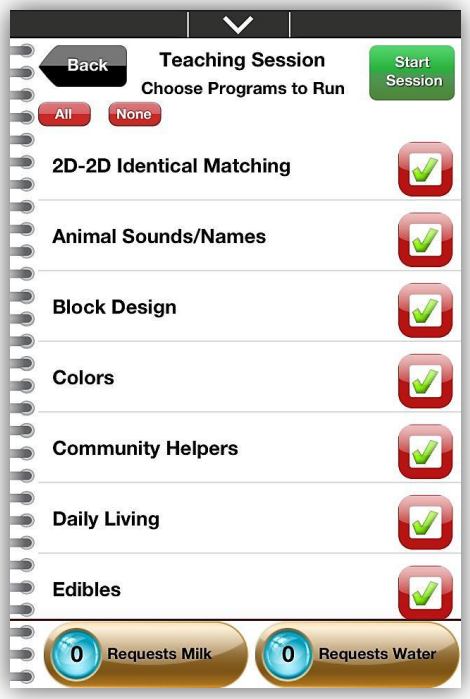
The **Student Notebook Screen** contains a list of buttons that categorizes your targets into easy-to-find groups. The top button marked **Discrete Trials** contains all of your in-treatment skills acquisition targets. The next button(s) contains your own customizable **Target Playlists**. You will also find a button marked **Baseline** has all of the items that are ready to be baselined. The button under that will lead you to your items in **Maintenance**.



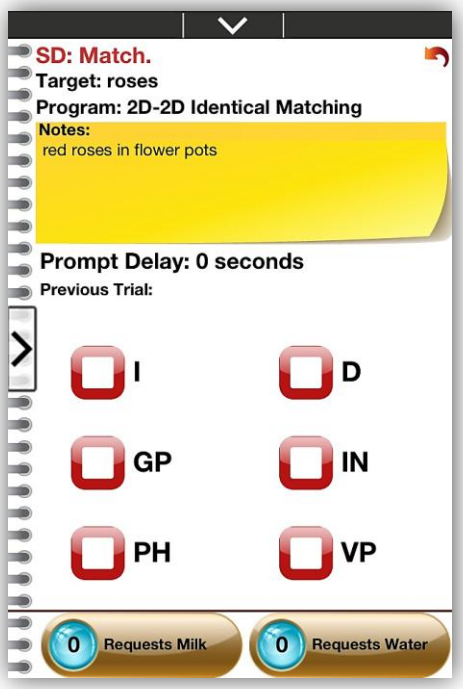
Across the bottom of the screen you will find your **Frequency** targets. By tapping these buttons, you can keep a running tally for the number of occurrences of the specified target. The goal of these buttons is to provide easy access to data collection on desired skills that occur frequently during your session. If you have more than three frequency targets, you can swipe left and right to access them.

DISCRETE TRIAL TEACHING

To start a Discrete Trial Teaching (DTT) session, press the **Discrete Trials** button, the session overview screen will then be displayed. To begin the session, press the green start button. Tasks are automatically generated according to the settings listed in the portal (e.g., percentage of active targets to maintenance targets, number of times the target is presented, etc.).

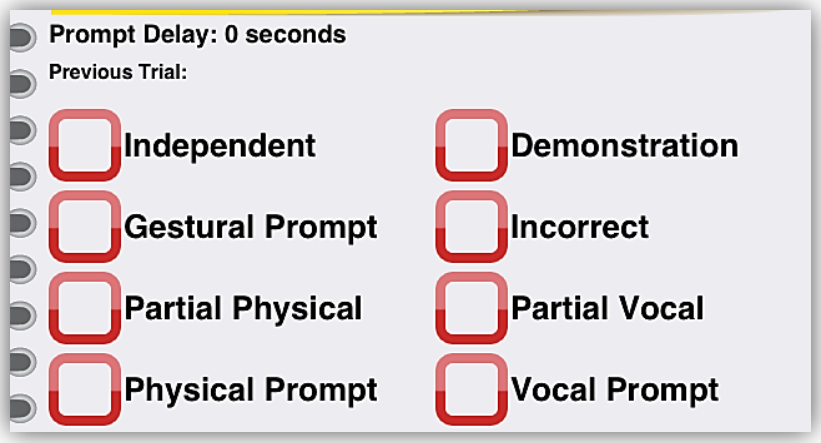


For each skill presented in the DTT session, you will see the SD or instruction for the skill (e.g. "What does a cat say?"), the target skill area (e.g., cat), and the larger program area (e.g., Animal Sounds). All of these are defined in the portal when setting up a student's profile.



There is a section for target notes. These are entered in the portal and can add details for the person conducting the session, including specific instructions regarding materials, reinforcement, or any other teaching notes.

For each skill, up to eight responses are available for recording the prompt level required. Also, any targets that have already been mastered will be pulled (according to your student settings) for momentum targets.



Independent: Score the student's response as "independent" when he/she exhibits the correct response to the S^D (instruction) without any prompting.

Physical: Score a "physical" prompt (also known as "hand over hand") when you get the student to exhibit the correct response by physically prompting him/her through the task.

Gestural (G): Score a "gestural" prompt when you get the student to exhibit the correct response by exhibiting some motor behavior in addition to the S^D. Gestures include pointing to the correct pictures, objects, body parts, etc. They also include partial models, leaning towards correct responses, or moving items on the table for the student.

Demonstration: Score a "demonstration" prompt when you—in addition to providing the S^D—get the student to exhibit the correct response by exhibiting the exact behavior that you want the student to do. If you stop short of providing the entire model/demonstration, the prompt should be scored as a "gesture."

Positional: Score a "positional" prompt when you get the student to exhibit the correct response by positioning items in a way that increases the likelihood of a correct response. This could include positioning correct items closer to the student before providing him/her with the S^D, placing sequencing items in the correct order, putting puzzle pieces in correct order, etc. If you move items after providing the S^D, the prompt should be

scored as a "gesture." Positional prompts are the least intrusive because the student is attending to the materials themselves rather than anything the therapist is doing in addition to the S^D.

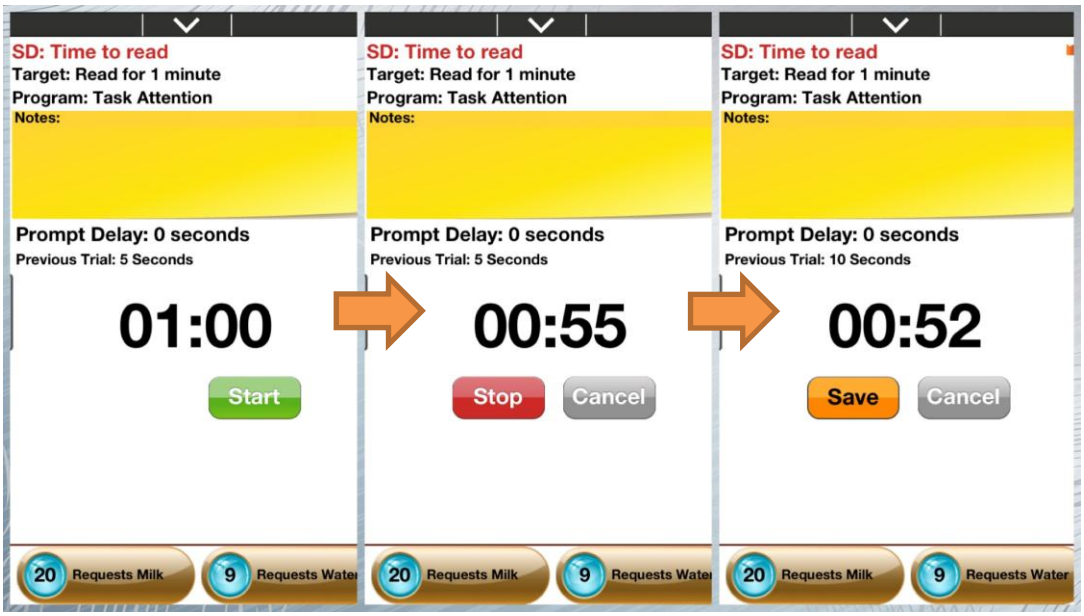
Vocal: Score a "vocal" prompt when you get the student to exhibit the correct response by saying or signing something in addition to the S^D. For example, when you are trying to get a wave as motor imitation, saying "wave" after providing the S^D ("Do this."), would be scored as a vocal prompt.

> ***Note:*** *A list of all open targets will be visible on the left of the screen during the DTT session for easy navigation. These buttons can be used if you need to bypass the automatic generation of targets and jump to a specific task at any time during the teaching session.*

MEASURING DURATION OF A DESIRED SKILL

When a duration target is displayed, the target time specified by your portal settings and a **START** button will appear.

The **START** button should be pressed when the behavior starts and the **STOP** button (which appears after the instructor selects **START**), should be pressed with the behavior ends.

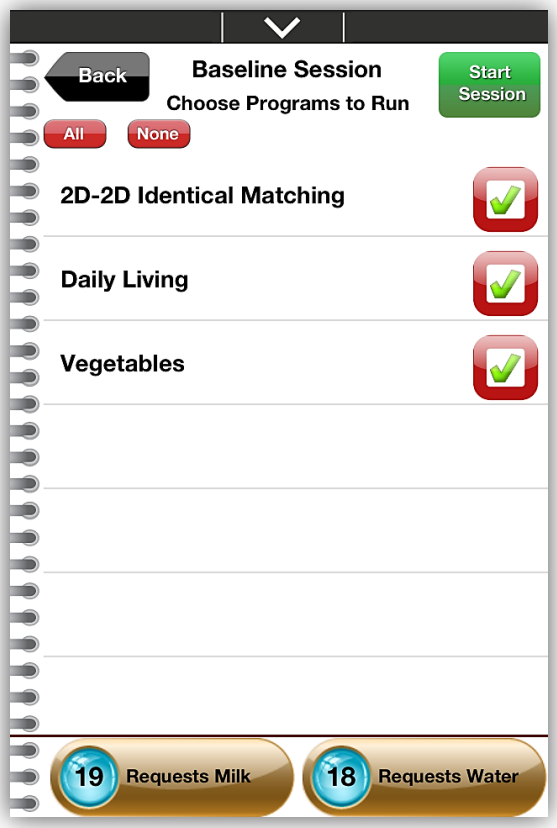


When the count drops below zero, the timer will turn green with parenthesis around it, and begin counting up to signify time in excess of the desired goal. When data collection is completed, press the **SAVE** button to send the data to the portal.

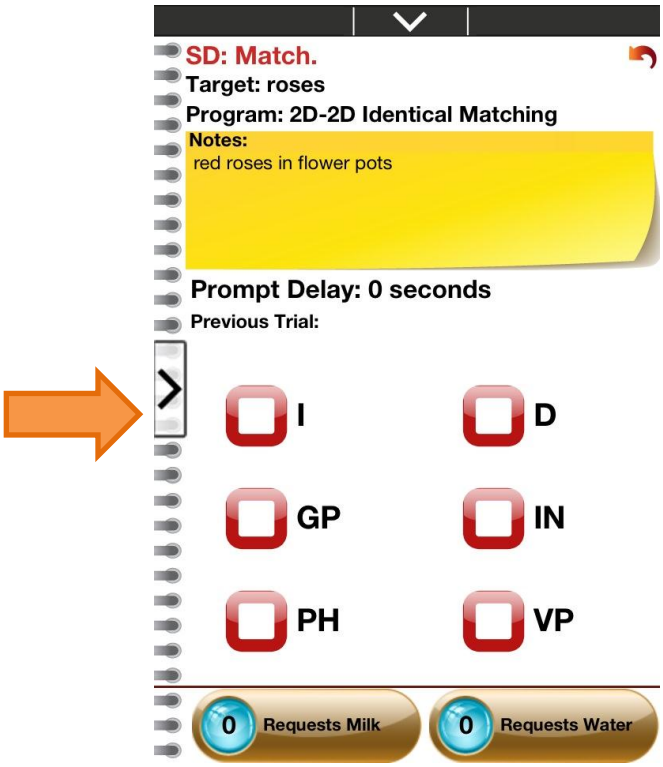
BASELINE DATA COLLECTION

To record baseline data on the targets that have been opened for baseline from the portal, press the **Baseline** button on the main menu. You will see a list of the current programs in baseline. Select (or unselect) the

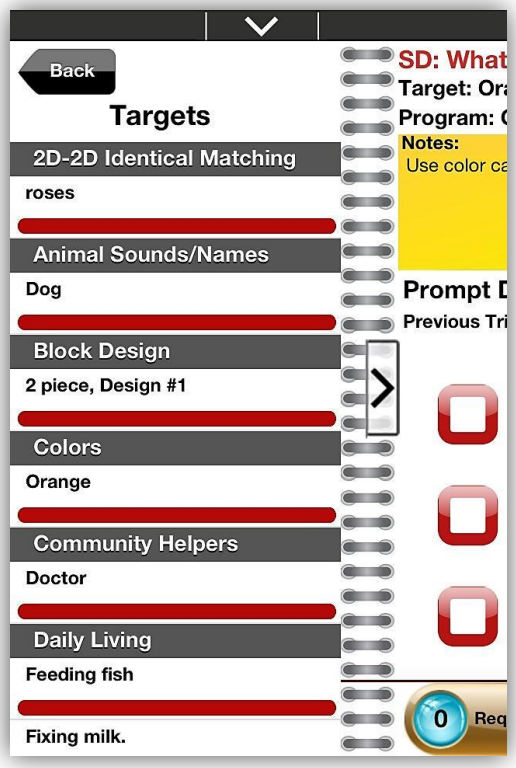
corresponding boxes to choose which programs you would like to include in the subsequent baseline session. To start a baseline session press the green **start** button in the upper right corner.



Prompt codes will appear for each task presented. Baseline tasks will be presented automatically during the session. Or, if you prefer to select the order in which the baseline tasks are presented rather than running the automatic session, you can choose the specific targets to administer by accessing the specific target in the list on the left of the screen.



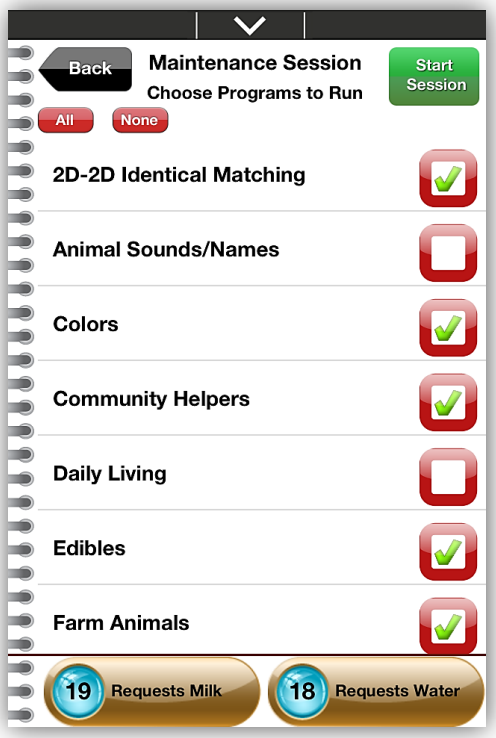
You can toggle between the list and the targets by using the same arrow.



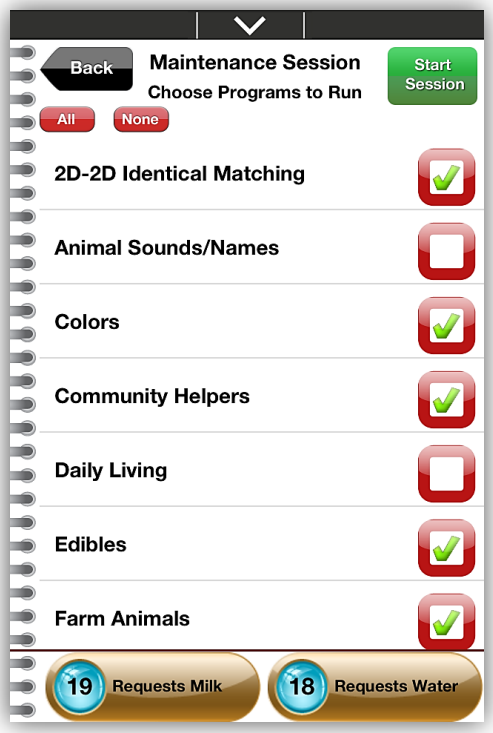
Once all tasks are presented the session will terminate.

MAINTENANCE DATA COLLECTION

Similar to baseline procedures, by pressing the **Maintenance** button, a listing of all the targets currently in maintenance will be displayed. To start a maintenance session, press the green **Start** button in the upper right corner.



Once your session begins (as with baselines), you can select specific targets to administer by tapping the specific target from the list on the left.


Back
Maintenance Session
Choose Programs to Run
Start Session
All
None
2D-2D Identical Matching
Animal Sounds/Names
Colors
Community Helpers
Daily Living
Edibles
Farm Animals
19
Requests Milk
18
Requests Water